

FLORIDA HEALTH INSURANCE ADVISORY BOARD MEETING

Thursday, September 15, 2022, 9:00 AM

Conference Call

Call-In Number: 866-299-7949

Code: 1433866#

AGENDA

- I. Call to Order**
- II. Roll Call - Attachment**
- III. Antitrust Statement - Attachment**
- IV. Chair's Opening Remarks**
- V. Approval of Minutes, April 13, 2022 - Attachment**
- VI. Approval of 2020 Audits & 2021 Audit Engagement Letter - Attachments**
- VII. Executive Director's Report - Attachments**
 - Financial Statements
 - Legal Review – Document Retention
 - P.O. Box
 - Website Migration
 - Plan of Operations
- VIII. Discussion of Legislative Proposals for 2023 - Attachment**
- IX. Other Business**
- X. Public Comment**
- XI. Adjourn**

**Florida Health Insurance
Advisory Board Meeting**

September 15, 2022

Table of Contents

Document	Attachment
Membership Directory	A
Antitrust Statement	B
Draft Board Meeting Minutes – 4/13/2022	C
2020 Individual Audit	D
2020 Small Group Audit	E
2021 Audit Engagement Letter	F
Financial Statements	G
Legal Review – Document Retention	H
P.O. Box	I
Plan of Operations	J
Legislative Proposals	K

Attachment A

FLORIDA HEALTH INSURANCE ADVISORY BOARD

August 10, 2022

David Altmaier, Chair

Commissioner
Office of Insurance Regulation
200 East Gaines Street
Tallahassee, FL 32399
850-413-5914
FAX: 850-488-3334
David.Altmaier@flor.com
Office of Insurance Regulation

Ken Stevenson, Vice Chair

Vice President, Employee Benefits
Earl Bacon Agency
3131 Lonnbladh Road
Tallahassee, FL 32308
850-878-2121
FAX: 850-878-2128
kens@earlbacon.com
Term Ending: 12/31/2022
Agent

Cody Farrill

Chief of Staff
Florida Agency for Health Care Admin.
2727 Mahan Drive, Mailstop #1
Tallahassee, FL 32308
850-412-3606
MOBILE: 850-815-6281
FAX: 850-922-2897
Cody.Farrill@ahca.myflorida.com
Agency for Health Care Administration

Louisa McQueeney

Communications Director
Florida Voices for Health
9653 El Clair Ranch Road
Boynton Beach, FL 33437
MOBILE: 561-302-0345
FAX: 561-364-0246
louisa@healthyfla.org
Term Ending: 12/31/2023
Individual Policyholder

Christina Lake

Executive Vice President
Datamaxx Group, Inc.
2001 Drayton Drive
Tallahassee, FL 32311
850-558-8102
Christina.lake@datamaxx.com
Term Ending: 12/31/2023
Employers or Employer Representatives

William "Bill" Herrle

Executive Director
NFIB
110 East Jefferson Street
Tallahassee, FL 32301
850-681-0416
MOBILE: 850-728-7356
FAX: 850-561-6759
Bill.Herrle@nfib.org
Term Ending: 12/31/2022
Employers or Employer Representatives

Eric Johnson, PhD, ASA

Chief Actuary & VP of Analytics
& Business Intelligence
AvMed Health Plans
4300 NW 89th Blvd.
Gainesville, FL 32606
800-346-0231
Eric.Johnson@AvMed.org
Term Ending: 12/31/2022
Carrier

Richard B. Weiss, CPA

President, Florida Market
Aetna
261 N University Drive
Plantation, FL 33324
954-858-3434
MOBILE: 954-554-1757
FAX: 954-858-3479
rbweiss@aetna.com
Term Ending: 12/31/2024
Carrier

John J. Matthews

Vice President of Legal, Regulatory and
Government Affairs
Oscar Health
4560 Grove Park Drive
Tallahassee, FL 32311
MOBILE: 850-443-6996
jmatthews@hioscar.com
Term Ending: 12/31/2022
Carrier

Seth M. Phelps

Assistant General Counsel
Blue Cross and Blue Shield of Florida, Inc.
4800 Deerwood Campus Parkway
DCC1-7th Floor
Jacksonville, FL 32246
904-905-8747
MOBILE: 904-422-3647
Seth.Phelps@bcbsfl.com
Term Ending: 12/31/2022
Carrier

Rick Wallace

President/CEO
FAMOS, LLC
d/b/a American Academy of Cosmetology
1330 Blanding Blvd, Suite 125
Orange Park, FL 32065
MOBILE: 850-879-2649
Rick@teamwallace.org
Term Ending: 12/31/2024
Employers or Employer Representatives

Robert Muszynski

Director of Finance and Administration
WMFE (NPR) Radio
11510 E. Colonial Drive
Orlando, FL 32817
MOBILE: 407-617-5261
rmuszynski@wmfe.org
Term Ending: 12/31/2024
Employers or Employer Representatives

Nathan Landsbaum

President and CEO, Florida
Sunshine Health
1700 N. University Drive
Plantation, FL 33322
MOBILE: 314-378-3207
nlandsbaum@centene.com
Term Ending: 12/31/2023
Carrier

Vacant

Agent

Attachment B

FLORIDA HEALTH INSURANCE ADVISORY BOARD

BOARD MEETING

September 15, 2022

Antitrust Statement

We are here to discuss and act on matters relating to the business of the Florida Health Insurance Advisory Board. We are not here to discuss or pursue the business interests of any individual companies. All of us should proceed with caution and awareness of the requirements and prohibitions of federal and state antitrust laws. We should not engage in discussions, either at this meeting or in private conversation, of our individual companies' plans or contemplated activities. We should concern ourselves only with the business of the Florida Health Insurance Advisory Board, as set forth in the agenda for this meeting and each company's business plans cannot be discussed. If you have questions, please contact the General Counsel.

Attachment C

**Florida Health Insurance Advisory Board
Board of Directors Meeting Minutes
Wednesday, April 13, 2022, 2:30 PM
Via Teleconference
Tallahassee, FL**

DRAFT

Board Members Present:

Alexis Bakofsky, Chair Designee	Ken Stevenson, Vice Chair	Cody Farrill
Louisa McQueeney	Eric Johnson, PhD, ASA	Richard B. Weiss, CPA
John J. Matthews	Seth M. Phelps	Robert Muszynski
Nathan Landsbaum		

Others Present:

- Amy Hardee, Administrative Assistant II to the Deputy Commissioner – Life & Health, Office of Insurance Regulation (OIR)
- Monica Ross, Chief Legal Counsel, OIR

I. Call to Order

Alexis Bakofsky (Chief of Staff, Office of Insurance Regulation) announced that she had been appointed as the Chair’s designee for this meeting by Commissioner and Chair David Altmaier. The Chair then called the meeting to order at 2:30 pm indicating that the meeting was properly noticed to the public in accordance with Florida Law.

II. Roll Call

Amy Hardee conducted a roll call, noting the presence of a quorum.

III. Antitrust Statement

Monica Ross was recognized and reviewed the antitrust statement.

IV. Chair’s Opening Remarks

The Chair thanked the members for their attendance today and noted that the business before the Board today was to receive a report and recommendation from the Executive Director Selection Committee.

V. Approval of Minutes

The Chair presented the minutes from the Board’s November 4, 2021, meeting and the Executive Director Selection Committee’s February 15, 2022, meeting for adoption, noting that members had been provided with advance copies. Cody Farrill moved to adopt the minutes as written, with a second by Seth Phelps, and the minutes were adopted without objection.

VI. Executive Director Selection Committee Status Report

The Chair turned the time over to Seth Phelps (Chair, Executive Director Selection Committee) for a status report on the search for a new Executive Director.

Mr. Phelps gave a brief history of the selection process:

- The other Selection Committee members are Louisa McQueeney and Ken Stevenson
- On October 27, 2021, the position was advertised in multiple locations
- Each candidate received an Interview Questionnaire to compete to gain additional information regarding their education background, computer and software skills, experience with and knowledge of the Florida legislative process, experience in budgeting and financial reporting, and knowledge of the health insurance industry, marketplace and policies
- Based on the responses to the Interview Questionnaires, the Committee narrowed the list of candidates to interview to seven
- Six candidates were interviewed during public meetings in February (one candidate withdrew before being interviewed)
- After completing the interviews, the Committee met on February 15 to discuss the remaining candidates

After consideration, the Committee unanimously selected John T. “Jack” McDermott to become the next Executive Director of the FHIAB utilizing the previously approved standard contract for the Executive Director position at the current independent contractor rate of \$5,000 a month, and with authority to sign checks on behalf of the FHIAB. The Chair thanked Mr. Phelps and the other members of the Committee for their hard work.

Eric Johnson moved to accept the Committee’s recommendation, with a second by Cody Farrill, and the motion carried without objection. The Chair congratulated Jack McDermott and advised that the Office will be reaching out to complete the transition process.

VII. Other Business

The Chair asked if there was any other business to be brought before the Board. There being nothing further, the Chair moved to the next agenda item.

VIII. Public Comment

The Chair asked if there were any members of the public who would like to comment. Jack McDermott thanked the Board for their approval and noted that he’s looking forward to working with everyone. There being no further business, the Chair moved to the next agenda item.

IX. Adjourn

The Chair thanked everyone for participating. Having no further business, the meeting was adjourned at 2:42 pm.

Alexis Bakofsky, Chair Designee

Date

Attachment D

DRAFT

2020

Florida Individual Health Reinsurance
Program

Financial Statements and
Independent Auditor's Report

December 31, 2020

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

**FLORIDA INDIVIDUAL HEALTH
REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

DECEMBER 31, 2020

TABLE OF CONTENTS

Independent Auditor's Report	1-2
Financial Statements	
Statements of Financial Position	3
Statements of Activities.....	4
Statements of Functional Expenses.....	5
Statements of Cash Flows.....	6
Notes to Financial Statements.....	7-9

PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Florida Individual Health Reinsurance Program
Tallahassee, Florida

We have audited the accompanying financial statements of the Florida Individual Health Reinsurance Program (the Program), which comprise the statements of financial position as of December 31, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

We were unable to obtain written representations from management of the Program since the Executive Director's position was vacant during the audit period.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA

DRAFT

Board of Directors
Florida Individual Health Reinsurance Program
Tallahassee, Florida

INDEPENDENT AUDITOR'S REPORT

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the Program as of December 31, 2020 and 2019, and the changes in its net assets, its functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Tallahassee, Florida

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2020 AND 2019
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

ASSETS

Assets	<u>2020</u>	<u>2019</u>
Cash	\$ 30,662	\$ 7,010
Assessments Receivable	-	26,972
Prepaid Expenses	<u>16</u>	<u>66</u>
Total Assets	<u><u>30,678</u></u>	<u><u>34,048</u></u>

LIABILITIES AND NET ASSETS

Liabilities		
Accounts Payable and Accrued Expenses	6,103	9,030
Due to Florida Small Employer Health Reinsurance Program	<u>16,906</u>	<u>13,156</u>
Total Liabilities	<u>23,009</u>	<u>22,186</u>
Net Assets		
Without Donor Restrictions	<u>7,669</u>	<u>11,862</u>
Total Net Assets	<u>7,669</u>	<u>11,862</u>
Total Liabilities and Net Assets	<u><u>\$ 30,678</u></u>	<u><u>\$ 34,048</u></u>

See accompanying notes.

**STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

	Without Donor Restrictions 2020	Without Donor Restrictions 2019
Revenues		
Administrative Assessment	\$ -	\$ 26,972
Investment Income	7	3
Total Revenues	<u>7</u>	<u>26,975</u>
Expenses		
Program Services	332	2,840
Management and General	3,868	5,078
(Total Expenses)	<u>(4,200)</u>	<u>(7,918)</u>
(Decrease) Increase in Net Assets	(4,193)	19,057
Net Assets, Beginning of Year	<u>11,862</u>	<u>(7,195)</u>
Net Assets, End of Year	<u><u>\$ 7,669</u></u>	<u><u>\$ 11,862</u></u>

See accompanying notes.

**STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

	December 31, 2020		
	Program Services	Management and General	Total
Expenses			
Professional Fees	\$ -	\$ 3,850	\$ 3,850
Office Administration	105	18	123
Meetings	227	-	227
Total Expenses	\$ 332	\$ 3,868	\$ 4,200

	December 31, 2019		
	Program Services	Management and General	Total
Expenses			
Contract Services	\$ 2,625	\$ 463	\$ 3,088
Professional Fees	-	4,600	4,600
Office Administration	88	15	103
Meetings	127	-	127
Total Expenses	\$ 2,840	\$ 5,078	\$ 7,918

See accompanying notes.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Cash Paid to Vendors for Services	\$ (3,327)	\$ -
Assessments Received	26,972	-
Interest Received	7	3
	<u>23,652</u>	<u>3</u>
Net Cash Provided by (Used in) Operating Activities	<u>23,652</u>	<u>3</u>
Net Increase (Decrease) in Cash	23,652	3
Cash, Beginning of Year	<u>7,010</u>	<u>7,007</u>
Cash, End of Year	<u>\$ 30,662</u>	<u>\$ 7,010</u>

See accompanying notes.

**NOTES TO FINANCIAL STATEMENTS
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

Note 1 - Organization

The Florida Individual Health Reinsurance Program (the Program) is established by Section 627.6475, Florida Statutes, for the purpose of ensuring coverage for individuals who are eligible for individual health insurance pursuant to Section 627.7487(3), Florida Statutes (eligible individuals).

The Program operates subject to the control and supervision of the Board of the Small Employer Health Reinsurance Program (the Board) established pursuant to Section 627.6699(11), Florida Statutes. During the 2005 legislative session, this Statute was amended to require the Board to advise the Office of Insurance Regulation, other executive departments, and the legislature on health insurance issues. As part of these changes, the composition of the Board was changed to include the employer representatives, an individual purchaser, and a representative of the Agency for Health Care Administration.

All insurers issuing individual health insurance, as defined in Section 627.6487(2), Florida Statutes, are members of the Program. Members have limited rights in that they have no control or voting rights in the Program. Any funds held by the Program upon its termination, after payment of all claims and expenses of the Program, shall be distributed to the Program's members existing at that time in accordance with the then-existing assessment formula.

The Program has the ability to reinsure health benefit coverage, as specified in the law, for eligible individuals. The Plan of Operation establishes all policies and procedures of the Program, including the methods of assessing members, collecting premiums, and paying claims. Currently, there are no individuals participating in the reinsurance program. The Program's current activities are advisory in nature.

Note 2 - Significant Accounting Policies

Basis of Presentation

Financial statement presentation follows *Accounting Standards Codification (ASC) 958-205, Financial Statements for Not-For-Profit Organizations*. Under ASC 958-205, the Program is required to report information regarding its financial position and activities as follows:

■ **Without Donor Restrictions**

Net assets that are not subject to donor-imposed stipulations.

■ **With Donor Restrictions**

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Program and/or passage of time. When a restriction expires, with donor restrictions assets are reclassified to without donor restrictions, and reported in the statements of activities as nets assets released from restrictions.

Functional Allocation of Expenses

The cost of the Program has been summarized on a functional basis in the statements of activities. Expenses that are directly identifiable with a specific program or initiative are charged to that program. Expenses that relate to both programs and general operations of the Program are allocated based on management's best estimates of time spent or benefits provided.

**NOTES TO FINANCIAL STATEMENTS
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

Cash

Cash of the Program consists of various accounts which are held at one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of December 31, 2020 and 2019, accounts did not exceed FDIC deposit insurance limits.

Assessments

Assessments are administered by the Program based on budgeted operating needs. Members are assessed in accordance with Florida Statutes and the Plan of Operation. Assessment revenues are recoded at the time of billing to members. The Program annually reviews assessment collections and operating expenditures to reconcile final assessment action. Assessment revenues totaled \$0 during 2020 and \$26,972 during 2019, respectively. Assessments receivable at the beginning of the year were \$26,972 and \$0 as of January 1, 2020 and 2019, respectively. Assessments receivable at the end of the year were \$0 and \$26,972 as of December 31, 2020 and 2019, respectively.

Accounting Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of the revenues and expenses during the reporting period.

Federal Income Taxes

The Program currently files its federal tax returns as a membership organization under Section 277 of the Internal Revenue Code. This section requires the Program to pay tax on either net member income or investment income. The Program may take deductions attributable to providing goods and services to members to the extent of member income. Any excess deductions can be carried forward to future years. No deferred tax asset is currently recorded because the asset is not expected to be realized. For the tax years 2020 and 2019, the Program was taxed on investment income. Income tax expense for the years ended December 31, 2020 and 2019, was not material.

Under ASC Subtopic 740-10, *Income Tax Uncertainties*, it is the policy of management to evaluate its tax positions on an ongoing basis and to disclose any such positions it believes would have a material impact on the financial statements and related notes. Management believes there are no uncertain tax positions taken, or expected to be taken, that would require recognition of an asset or liability, or disclosure in the financial statements.

The Program is no longer subject to U.S. federal or state income tax examinations by tax authorities for years before the 2017 tax year. The Program recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties, if any, in operating expenses.

Subsequent Events

The Program has evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements as of the date the financial statements were available to be issued.

NOTES TO FINANCIAL STATEMENTS
FLORIDA INDIVIDUAL HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

In March 2020, the World Health Organization classified the novel coronavirus, COVID-19, outbreak as a pandemic based on the rapid increase in exposure globally. The COVID-19 outbreak in the United States has caused general economic disruption and uncertainties. While the disruption is expected to be temporary, the magnitude and duration of this event is unknown.

Adoption of New Accounting Standard

In May 2014, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contract with Customers*, which supersedes nearly all existing revenue recognition guidance under U.S. generally accepted accounting principles. The core principle of ASU 2014-09 is to recognize revenues when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled for those goods or services. ASU 2014-09 defines a five-step process to achieve this core principle and, in doing so, more judgement and estimates may be required within the revenue recognition process than are required under existing U.S. generally accepted accounting principles.

The Program adopted ASU No. 2014-09 effective January 1, 2020, as required; however, the adoption of this standard did not have a material effect on the Program's reported results of operations, financial position, or cash flows. No cumulative effect adjustment was recorded as the Program's revenues are already recognized in a manner consistent with the requirements of ASU No. 2014-09.

Note 3 - Related-Party

The Florida Small Employer Health Reinsurance Program, an organization affiliated through common board membership and shared cost arrangements, pays certain expenses on behalf of the Program, primarily related to office and program administration expenses, and is subsequently reimbursed for its payments. Amounts due to the Florida Small Employer Health Reinsurance Program for the years ended December 31, 2020 and 2019, were \$16,906 and \$13,156, respectively.

Note 4 - Liquidity and Availability of Financial Assets

The following reflects the Program's financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

	<u>2020</u>	<u>2019</u>
Program's Financial Assets, at December 31:		
Cash	\$ 30,662	\$ 7,010
Assessment Receivable	-	<u>26,972</u>
Total Financial Assets	<u>30,662</u>	<u>33,982</u>
Less Those Unavailable for General Expenditures		
Within One Year, Due to:		
Contractual or Donor-Imposed Restrictions:		
Restricted by Donors or with Time or		
Purpose Restrictions	-	-
Program's Financial Assets Available to Meet		
Cash Needs for Expenditures Within One Year	<u>\$ 30,662</u>	<u>\$ 33,982</u>

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Board of Directors
Florida Individual Health Reinsurance Program
Tallahassee, Florida

We have audited the financial statements of the Florida Individual Health Reinsurance Program (the Program) for the year ended December 31, 2020, and have issued our report thereon dated _____. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated April 5, 2021. Professional standards require that we communicate to you the following information related to our audit:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Program are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Program during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimates made by the Program.

There were no particularly sensitive disclosures in the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties in dealing with management during the performance of our audit.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA

Board of Directors
Florida Individual Health Reinsurance Program
Tallahassee, Florida

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were considered material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We were unable to obtain written representations from management since the Executive Director's position was vacant during the audit period.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Program's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Program's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Program and is not intended to be, and should not be, used by anyone other than these specified parties.

Tallahassee, Florida

PURVIS GRAY

Board of Directors
Florida Individual Health Reinsurance Program
Tallahassee, Florida

In planning and performing our audit of the financial statements of the Florida Individual Health Reinsurance Program (the Program), as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Program's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Program's internal control. Accordingly, we do not express an opinion on the effectiveness of the Program's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Program's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We consider item 20-01 in the attached Summary of Audit Findings and Recommendations to be a significant deficiency.

We noted an additional matter involving internal control and its operation that we have reported to management, which is described in the attached Summary of Audit Findings and Recommendations—item 20-02.

This communication is intended solely for the information and use of management, Board of Directors, and others within the Program, and is not intended to be, and should not be, used by anyone other than these specified parties.

Tallahassee, Florida

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants

An Independent Member of the BDO Alliance USA

SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS

***20-01**—The consulting Executive Director’s position was unoccupied during 2020 and as a result, the Program’s financial records were kept using manual ledgers by a staff member of the Office of Insurance Regulation. Bank reconciliations and financial reports were not performed or completed in a timely manner and submitted to the Board of Directors for review. In addition, year-end accruals were not identified and posted to the financial records in accordance with generally accepted accounting principles. We recommend the Program develop procedures to ensure the books and records are reconciled timely and kept up to date when the Executive Director position is unoccupied, including the identification and posting of year-end accruals. We further recommend that a secondary review of bank reconciliations and financial reports be performed by an appropriate official on a monthly basis to ensure proper separation of duties.

***20-02**—In an effort to promote continuity of operations during transition of Program management, written policies and procedures should be developed in the following areas:

- Records, Retention, and Storage
- Accounting, Purchasing, and Assessment Procedures
- Accounting Software Backups and Secure Storage of Accounting System Files

We further recommend that these procedures be reviewed and approved by the Board of Directors upon completion.

* Indicates findings or recommendations that were present in prior years.

Attachment E

DRAFT

2020

Florida Small Employer Health Reinsurance
Program

Financial Statements and
Independent Auditor's Report

December 31, 2020

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

**FLORIDA SMALL EMPLOYER HEALTH
REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

DECEMBER 31, 2020

TABLE OF CONTENTS

Independent Auditor's Report	1-2
Financial Statements	
Statements of Financial Position	3
Statements of Activities.....	4
Statements of Functional Expenses.....	5
Statements of Cash Flows.....	6
Notes to Financial Statements.....	7-9

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Florida Small Employer Health Reinsurance Program
Tallahassee, Florida

We have audited the accompanying financial statements of the Florida Small Employer Health Reinsurance Program (the Program), which comprise the statements of financial position as of December 31, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

We were unable to obtain written representations from management of the Program since the Executive Director's position was vacant during the audit period.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa
purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA

DRAFT

Board of Directors
Florida Small Employer Health Reinsurance Program
Tallahassee, Florida

INDEPENDENT AUDITOR'S REPORT

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Florida Small Employer Health Reinsurance Program as of December 31, 2020 and 2019, and the changes in its net assets, its functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Tallahassee, Florida

**STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2020 AND 2019
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

ASSETS

Assets	<u>2020</u>	<u>2019</u>
Cash	\$ 80,474	\$ 16,085
Assessments Receivable	-	82,994
Prepaid Expenses	45	291
Due from Florida Individual Health Reinsurance Plan	<u>16,906</u>	<u>13,156</u>
Total Assets	<u><u>97,425</u></u>	<u><u>112,526</u></u>

LIABILITIES AND NET ASSETS

Liabilities		
Accounts Payable and Accrued Expenses	<u>12,505</u>	<u>18,152</u>
Total Liabilities	<u>12,505</u>	<u>18,152</u>
Net Assets		
Without Donor Restrictions	<u>84,920</u>	<u>94,374</u>
Total Net Assets	<u>84,920</u>	<u>94,374</u>
Total Liabilities and Net Assets	<u><u>\$ 97,425</u></u>	<u><u>\$ 112,526</u></u>

See accompanying notes.

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

	Without Donor Restrictions 2020	Without Donor Restrictions 2019
Revenues		
Administrative Assessment	\$ -	\$ 82,994
Interest Income	4	27
Total Revenues	<u>4</u>	<u>83,021</u>
Expenses		
Program Services	1,617	13,892
Management and General	7,841	11,748
(Total Expenses)	<u>(9,458)</u>	<u>(25,640)</u>
Change in Net Assets	(9,454)	57,381
Net Assets, Beginning of Year	<u>94,374</u>	<u>36,993</u>
Net Assets, End of Year	<u><u>\$ 84,920</u></u>	<u><u>\$ 94,374</u></u>

See accompanying notes.

STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

	December 31, 2020		
	Program Services	Management and General	Total
Expenses			
Professional Fees	\$ -	\$ 7,750	\$ 7,750
Meetings	1,108	-	1,108
Office Administration	509	90	599
Income Tax Expense	-	1	1
Total Expenses	<u>\$ 1,617</u>	<u>\$ 7,841</u>	<u>\$ 9,458</u>

	December 31, 2019		
	Program Services	Management and General	Total
Expenses			
Contract Services	\$ 12,816	\$ 2,262	\$ 15,078
Professional Fees	-	9,400	9,400
Meetings	620	-	620
Office Administration	456	80	536
Income Tax Expense	-	6	6
Total Expenses	<u>\$ 13,892</u>	<u>\$ 11,748</u>	<u>\$ 25,640</u>

See accompanying notes.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Cash Paid to Vendors for Services	\$ (18,609)	\$ (33,705)
Assessments Received	82,994	-
Interest Received	4	27
	<u>64,389</u>	<u>(33,678)</u>
Net Cash Provided by (Used in) Operating Activities		
	64,389	(33,678)
Cash, Beginning of Year	<u>16,085</u>	<u>49,763</u>
Cash, End of Year	<u><u>\$ 80,474</u></u>	<u><u>\$ 16,085</u></u>

See accompanying notes.

**NOTES TO FINANCIAL STATEMENTS
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

Note 1 - Organization

The Florida Small Employer Health Reinsurance Program (the Program) is a not-for-profit entity created under the *Employee Health Care Access Act* (the Act), Section 627.6699 of the Florida Statutes, for the purposes of assuring the availability of appropriate health care coverage to Florida residents on an affordable basis and to provide a reinsurance mechanism to facilitate the provision of small employer coverage.

During the 2005 legislative session, the Act was amended to require the Program to advise the Office of Insurance Regulation, other executive departments, and the legislature on health insurance issues. As part of these changes, the composition of the Board of Directors of the Program was changed to include employer representatives, an individual purchaser, and a representative of the Agency for Health Care Administration.

All insurers, as defined in Section (5)(a) of the Act, issuing health insurance or providing health plan benefits in Florida on or after January 1, 1993, are members of the Program. Members have limited rights in that they have no control or voting rights in the Program. Any funds held by the Program upon its termination, after payment of all claims and expenses of the Program, shall be distributed to the Program's members existing at that time in accordance with the then-existing assessment formula.

The Program has the ability to reinsure health benefit coverage, as specified in the law after consideration of applicable deductibles, of small employers' eligible employees and their dependents. The Plan of Operation establishes all policies and procedures of the Program including the methods of assessing members, collecting premiums, and paying claims. Currently, there are no small employers' participating in the reinsurance program. The Program's current activities are advisory in nature.

Note 2 - Significant Accounting Policies

Basis of Presentation

Financial statement presentation follows *Accounting Standards Codification (ASC) 958-205, Financial Statements for Not-For-Profit Organizations*. Under ASC 958-205, the Program is required to report information regarding its financial position and activities as follows:

■ **Without Donor Restrictions**

Net assets that are not subject to donor-imposed stipulations.

■ **With Donor Restrictions**

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Program and/or passage of time. When a restriction expires, with donor restrictions assets are reclassified to without donor restrictions, and reported in the statements of activities as nets assets released from restrictions.

Functional Allocation of Expenses

The cost of the Program has been summarized on a functional basis in the statements of activities. Expenses that are directly identifiable with a specific program or initiative are charged to that program. Expenses that relate to both programs and general operations of the Program are allocated based on management's best estimates of time spent or benefits provided.

**NOTES TO FINANCIAL STATEMENTS
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA**

Cash

Cash of the Program consists of various bank accounts which are held at one financial institution. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of December 31, 2020 and 2019, accounts did not exceed FDIC deposit insurance limits.

Assessments

Assessments are administered by the Program based on budgeted operating needs. Members are assessed in accordance with Florida Statutes and the Plan of Operation. Assessment revenues are recoded at the time of billing to members. The Program annually reviews assessment collections and operating expenditures to reconcile final assessment actions. All assessments are considered to be collectible; therefore, no allowance for doubtful accounts is provided for in the financial statements. Assessment revenues totaled \$0 during 2020, and \$82,994 during 2019, respectively. Assessments receivable at the beginning of the year were \$82,994 and \$0 as of January 1, 2020 and 2019, respectively. Assessments receivable at the end of the year were \$0 and \$82,994 as of December 31, 2020 and 2019, respectively.

Federal Income Taxes

The Program currently files its federal tax returns as a membership organization under Section 277 of the Internal Revenue Code. This section requires the Program to pay tax on net member income and investment income. The Program may take deductions attributable to providing goods and services to members to the extent of member income. Any excess deductions can be carried forward to future years. No deferred tax asset is currently recorded because the asset is not expected to be realized. For the tax years 2020 and 2019, the Program is taxed on investment income. Income tax expense for the years ended December 31, 2020 and 2019, was \$1 and \$6, respectively.

Under *Accounting Standards Codification (ASC) Subtopic, 740-10, Income Tax Uncertainties*, it is the policy of management to evaluate its tax positions on an ongoing basis and to disclose any such positions it believes would have a material impact on the financial statements and related notes. Management believes there are no uncertain tax positions taken or expected to be taken that would require recognition of an asset or liability, or disclosure in the financial statements.

The Program is no longer subject to U.S. federal or state income tax examinations by tax authorities for years before the 2017 tax year. The Program recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties, if any, in operating expenses.

Accounting Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of the revenues and expenses during the reporting period.

Subsequent Events

The Program has evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements as of the date the financial statements were available to be issued.

NOTES TO FINANCIAL STATEMENTS
FLORIDA SMALL EMPLOYER HEALTH REINSURANCE PROGRAM
TALLAHASSEE, FLORIDA

Adoption of New Accounting Standard

In May 2014, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contract with Customers*, which supersedes nearly all existing revenue recognition guidance under U.S. generally accepted accounting principles. The core principle of ASU 2014-09 is to recognize revenues when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled for those goods or services. ASU 2014-09 defines a five-step process to achieve this core principle and, in doing so, more judgement and estimates may be required within the revenue recognition process than are required under existing U.S. generally accepted accounting principles.

The Program adopted ASU No. 2014-09 effective January 1, 2020, as required; however, the adoption of this standard did not have a material effect on the Program's reported results of operations, financial position, or cash flows. No cumulative effect adjustment was recorded as the Program's revenues are already recognized in a manner consistent with the requirements of ASU No. 2014-09.

Note 3 - Related-Party

The Program pays certain expenses on behalf of the Florida Individual Health Reinsurance Program, an organization affiliated through common board membership and cost-sharing arrangements. These expenses are primarily related to office and program administration expenses and are subsequently reimbursed for such payments. Amounts due from the Florida Individual Health Reinsurance Program for the years ended December 31, 2020 and 2019, were \$16,906 and \$13,156, respectively.

Note 4 - Liquidity and Availability of Financial Assets

The following reflects the Program's financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

	<u>2020</u>	<u>2019</u>
Program's Financial Assets, at December 31:		
Cash	\$ 80,474	\$ 16,085
Assessment Receivable	-	82,994
Due from Florida Individual Health Reinsurance Program	<u>20,231</u>	<u>13,156</u>
Total Financial Assets	<u>100,705</u>	<u>112,235</u>
Less Those Unavailable for General Expenditures		
Within One Year, Due to:		
Contractual or Donor-Imposed Restrictions:		
Restricted by Donors or with Time or		
Purpose Restrictions	<u>-</u>	<u>-</u>
Program's Financial Assets Available to Meet		
 Cash Needs for Expenditures Within One Year	<u>\$ 100,705</u>	<u>\$ 112,235</u>

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Board of Directors
Florida Small Employer Health Reinsurance Program
Tallahassee, Florida

We have audited the financial statements of the Florida Small Employer Health Reinsurance Program (the Program) for the year ended December 31, 2020, and have issued our report thereon dated _____. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated April 5, 2021. Professional standards require that we communicate to you the following information related to our audit:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Program are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Program during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimates in the financial statements.

There were no particularly sensitive disclosures in the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties in dealing with management during the performance of our audit.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants

An Independent Member of the BDO Alliance USA

Board of Directors
Florida Small Employer Health Reinsurance Program
Tallahassee, Florida

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were considered material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We were unable to obtain written representations from management since the Executive Director's position was vacant during the audit period.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Program's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Program's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Program, is not intended to be, and should not be, used by anyone other than these specified parties.

Tallahassee, Florida

Board of Directors
Florida Small Employer Health Reinsurance Program
Tallahassee, Florida

In planning and performing our audit of the financial statements of the Florida Small Employer Health Reinsurance Program (the Program), as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Program's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Program's internal control. Accordingly, we do not express an opinion on the effectiveness of the Program's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Program's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider item 20-01 in the attached Summary of Audit Findings and Recommendations to be a significant deficiency.

We noted an additional matter involving internal control and its operation that we have reported to management, which is described in the attached Summary of Audit Findings and Recommendations—item 20-02.

This communication is intended solely for the information and use of management, Board of Directors, and others within the Program, and is not intended to be, and should not be, used by anyone other than these specified parties.

Tallahassee, Florida

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants

An Independent Member of the BDO Alliance USA

SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS

***20-01**—The consulting Executive Director’s position was unoccupied during 2020 and as a result, the Program’s financial records were kept using manual ledgers by a staff member of the Office of Insurance Regulation. Bank reconciliations and financial reports were not performed or completed in a timely manner and submitted to the Board of Directors for review. In addition, year-end accruals were not identified and posted to the financial records in accordance with generally accepted accounting principles. We recommend the Program develop procedures to ensure the books and records are reconciled timely and kept up to date when the Executive Director position is unoccupied, including the identification and posting of year-end accruals. We further recommend that a secondary review of bank reconciliations and financial reports be performed by an appropriate official on a monthly basis to ensure proper separation of duties.

***20-02**—In an effort to promote continuity of operations during transition of Program management, written policies and procedures should be developed in the following areas:

- Records, Retention, and Storage
- Accounting, Purchasing, and Assessment Procedures
- Accounting Software Backups and Secure Storage of Accounting System Files

We further recommend that these procedures be reviewed and approved by the Board of Directors upon completion.

* Indicates findings or recommendations that were present in prior years.

Attachment F

July 27, 2022

AUDIT ENGAGEMENT LETTER

Florida Small Employer Health Reinsurance Program and
Florida Individual Health Reinsurance Program
200 East Gaines Street
Tallahassee, Florida 32399

We are pleased to confirm our understanding of the services we are to provide for the Florida Small Employer Health Reinsurance Program and the Florida Individual Health Reinsurance Program (collectively known as the Florida Health Insurance Advisory Board, or the Organization) for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of each organization, which comprise the statements of financial position as of December 31, 2021, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the financial statements).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa

purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants

An Independent Member of the BDO Alliance USA

plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control-related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning :

- Separation of Incompatible Duties
- Conversion of Accounting Records from Cash to Accrual Basis

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal

information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare each organization's federal tax returns for the year ended December 31, 2021, based on information provided by you. We will also prepare the financial statements of each organization in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Ryan M. Tucker, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in September of 2022 and issue our report by December 2022.

We estimate that our fees for the audit and tax returns will be as follows:

Florida Small Employer Health Reinsurance Program	\$ 6,500
Florida Individual Health Reinsurance Program	<u>3,250</u>
Total	\$ <u>9,750</u>

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Reporting

We will issue a written report upon completion of our audits of each organization's financial statements. Our report will be addressed to the Board of Directors of each organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Florida Small Employer Health Reinsurance Program and
Florida Individual Health Reinsurance Program
Tallahassee, Florida

-5-

July 27, 2022

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Ryan M. Tucker, CPA
Partner

RMT/mmd
Enclosures

RESPONSE:

This letter correctly sets forth the understanding of the Florida Small Employer Health Reinsurance Program and the Florida Individual Health Reinsurance Program.

Signature: _____

Title: _____

Date: _____

Attachment G

Balance Sheet

December 31, 2021

FHIAB

	Small Employer Plan	Individual Plan	Eliminating Entry	Combined Total
Assets				
Cash Operating	54,149.14	33,989.15		88,138.29
Cash Depository	11,475.53			11,475.53
Cash Special Purpose	679.84			679.84
Prepaid Expenses	45.19	16.38		61.57
Due from Indiv Pool	23,544.97		(23,544.97)	-
Total Assets	89,894.67	34,005.53	(23,544.97)	100,355.23
Liabilities				
Federal Income Tax Payable				-
Due to Small Employer Plan		23,544.97	(23,544.97)	-
Accrued Audit Fees	12,500.00	6,250.00		18,750.00
Accrued Advertising Expenses	\$165.17	\$33.83		199.00
Total Liabilities	12,665.17	29,828.80	(23,544.97)	18,949.00
Net Assets	77,229.50	4,176.73	-	81,406.23
Total Liabilities and Net Assets	89,894.67	34,005.53	(23,544.97)	100,355.23

Income Statement

For the Year Ended December 31, 2021

FHIAB

	Small Employer Plan	Individual Plan	Eliminating Entry	Combined Total
Revenues				
Interest Income	0.63	3.17		3.80
Expenses				
Contract Services				-
Professional Fees	6,500.00	3,250.00		9,750.00
Meetings	483.42	99.01		582.43
Office Administration	542.28	111.12		653.40
Income tax expense		0.71		0.71
Advertising expense	\$165.17	\$33.83		199.00
Total Expenses	7,690.87	3,494.67	-	11,185.54
Change in Net Assets	(7,690.24)	(3,491.50)	-	(11,181.74)
Net Assets, January 1, 2021	84,919.74	7,668.23		92,587.97
Net Assets, December 31, 2021	77,229.50	4,176.73	-	81,406.23

Balance Sheet

August 31, 2022

FHIAB

	Small Employer Plan	Individual Plan	Eliminating Entry	Combined Total
Assets				
Cash Operating	25,175.55	33,990.54		59,166.09
Cash Depository	11,476.10			11,476.10
Cash Special Purpose	679.87			679.87
Prepaid Expenses	45.19	16.38		61.57
Due from Indiv Pool	29,793.48		(29,793.48)	-
Total Assets	67,170.19	34,006.92	(29,793.48)	71,383.63
Liabilities				
Federal Income Tax Payable				-
Due to Small Employer Plan		29,793.48	(29,793.48)	-
Accrued Audit Fees	11,433.36	5,716.64		17,150.00
Accrued Advertising Expenses	\$165.17	\$33.83		199.00
Total Liabilities	11,598.53	35,543.95	(29,793.48)	17,349.00
Net Assets	55,571.66	(1,537.03)	-	54,034.63
Total Liabilities and Net Assets	67,170.19	34,006.92	(29,793.48)	71,383.63

Income Statement

For the Eight Months Ended August 31, 2022

FHIAB

	Small Employer Plan	Individual Plan	Eliminating Entry	Combined Total
Revenues				
Interest Income	0.60	1.39		1.99
Expenses				
Contract Services	16,600.00	3,400.00		20,000.00
Professional Fees	4,333.36	2,166.64		6,500.00
Meetings	363.53	74.46		437.99
Storage Fees	361.55	74.05		435.60
Income tax expense	-	-		-
Advertising expense	-	-		-
Total Expenses	21,658.44	5,715.15	-	27,373.59
Change in Net Assets	(21,657.84)	(5,713.76)	-	(27,371.60)
Net Assets, January 1, 2022	77,229.50	4,176.73		81,406.23
Net Assets, August 31, 2021	55,571.66	(1,537.03)	-	54,034.63

Florida Health Insurance Advisory Board

Proposed Budget

September 1, 2022 – December 31, 2022

Expense Category	Proposed Budget
Advertising*	\$199
Auditing Services**	\$900
Contract Management	\$20,000
Fictitious Name Registration	\$60
Legal Services	\$5,500
Meeting Expenses	\$200
Miscellaneous Expenses	\$100
P.O. Box (6 months)	\$106
Postage/Delivery	\$50
Shredding Services	\$503
Storage Services	\$218
Supplies/Printing	\$50
Adobe Writer Subscription (1-year)	\$179
Travel Board of Directors Staff	\$0
Telephone / Conference Call [4 calls]	\$300
Website Services One-time Set-Up Costs Maintenance (four months) URL/Website Hosting (six months)	\$1,100 \$300 \$80
Total	\$29,646
Small Group Portion (83%) + Audit	\$24,459
Individual Portion (17%) + Audit	\$5,187

*Reimbursement to Seth Phelps for Executive Director Advertising – Already included in Financial Statements

** 90% of Auditing Services were already paid in May 2022

Attachment H

**What follows is an excerpt from the Florida Department of State -
General Records Retention Schedule for State & Local
Government Agencies**

**A full version can be found online: [https://dos.myflorida.com/
library-archives/records-management/general-records-schedules/](https://dos.myflorida.com/library-archives/records-management/general-records-schedules/)**

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



EFFECTIVE: August 2020
Rule 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS

Item #189

This record series consists of records pertaining to employee, contractor or subscriber access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges. See also "VISITOR/ENTRY RECORDS."

RETENTION: 1 anniversary year after superseded or access rights terminated.

ADDRESS REQUEST RECORDS

Item #415

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

RETENTION: 5 fiscal years.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

RETENTION: 10 anniversary years after case closed.

ADMINISTRATIVE CONVENIENCE RECORDS

Item #2

This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE SUPPORT RECORDS

Item #3

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

Item #122

This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as correspondence (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES."

These records may have archival value.

RETENTION: 10 anniversary years; ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

ADVERTISEMENTS: LEGAL

Item #25

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal

advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

RETENTION: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS

Item #82

This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS

Item #234

This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.

RETENTION: 4 anniversary years.

ANNEXATION RECORDS

Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.

RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions or other remuneration. The report contains an annual listing of all such fees, commissions or remuneration and shows in detail the purpose, character and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***

RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT

Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which requires the administrator to "Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY

Item #245

This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor

Attachment I

P.O. Box Cost

1.45 miles away from you

Centerville — Post Office™

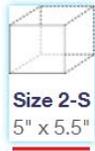
2355 Centerville Rd, Tallahassee, FL 32308
Phone: (850) 385-2835

[Get Hours & Directions >](#)

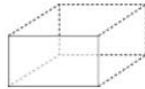
What size PO Box™ are you looking for? ⓘ



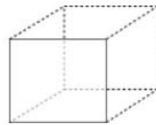
Size 1-XS
3" x 5.5"



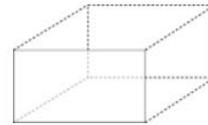
Size 2-S
5" x 5.5"



Size 3-M
5.5" x 11"



Size 4-L
11" x 11"



Size 5-XL
12" x 22.5"

What type of payment term works for you?

NOTE: A 3-month payment term requires enrolling in automatic renewals (No opt out). However, if you choose a 6- or 12-month term, you can opt out of automatic renewals.

3 Months
\$61.00

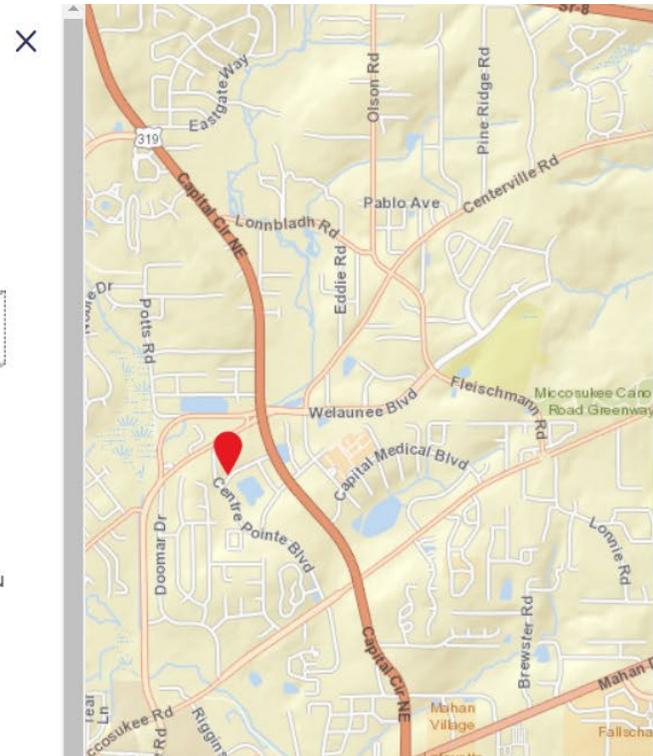
6 Months
\$106.00

12 Months
\$212.00

PREMIUM PO BOX SERVICES ⓘ

PARCEL LOCKERS AVAILABLE ⓘ

ON-SITE PARKING AVAILABLE



Attachment J

Florida Health Reinsurance Program

Operating as

The Florida Health Insurance Advisory Board

PLAN OF OPERATION



Table of Contents

		<u>Page</u>
Article I	Purpose	1
Article II	Definitions	1
Article III	Program Provisions Applicable to Certain Carriers	5
Article IV	Powers of the Program	6
Article V	Plan of Operation	6
Article VI	Board of Directors and Meetings	7
Article VII	Conflict of Interest, Ethics	10
Article VIII	Committees	11
Article IX	Administering Carrier: Selection and Duties	12
Article X	Small Employer Eligibility for Reinsurance	14
Article XI	Individual Eligibility for Reinsurance	16
Article XII	Procedures for Ceding Risks	17
Article XIII	Reinsurance Claims	24
Article XIV	Assessments and Procedure for Collecting Assessments	26
Article XV	Reporting Requirements	29
Article XVI	Financial Administration	31
Article XVII	Audit Functions	32
Article XVIII	Penalties/Adjustments and Dispute Resolution	34
Article XIX	Indemnification	35
Article XX	Amendment, Termination	37

**FLORIDA HEALTH REINSURANCE PROGRAM
PLAN OF OPERATION (“PLAN”)**

Article I – Purpose

The Florida Health Reinsurance Program (the Program) is a nonprofit entity created pursuant to the Employee Health Care Access Act (Section 627.6699, F.S. as amended), referred to in this Plan as the Small Employer Act. The Program’s responsibilities were supplemented by the adoption of Section 627.6475, F.S., referred to in this Plan as the Individual Act. Together, the Small Employer Act and the Individual Act are referred to in this Plan as the Acts.

The purposes of the Program are:

- A. To support the goal of the Small Employer Act, which is to promote the availability of health care coverage to small employers regardless of their claim experience or their employees’ health status.
- B. To facilitate the provision of a Standard Health Benefit Plan and a Basic Health Benefit Plan to be offered to all Small Employers by providing reinsurance protection to Small Employer Carriers in parallel with their obligations.
- C. To improve the overall fairness and efficiency of the small group health market.
- D. To support the goal of providing guarantee issue health insurance to individuals who are eligible for issuance of Individual Health Insurance coverage pursuant to Section 627.6486, F.S.
- E. To advise the Office, the Agency for Health Care Administration, the Department of Financial Services, other executive departments, and the Legislature on health insurance issues, pursuant to Section 627.6699(11)(n), F.S.

Article II - Definitions

As used in this Plan:

- A. **Basic Health Benefit Plan and Standard Health Benefit Plan** means low-cost health care plans developed pursuant to the Acts.
- B. **Board** means the Board of Directors of the Program. **Director(s) of the Board** (also referred to as **Director**) means a member of the Board as defined in the Acts.
- C. **Carrier** means an entity as defined in Section (3)(d) of the Acts.
- D. **Case Management** means the specific supervision and management of the medical care provided or prescribed for a specific individual, which may include the use of health care providers designated by the carrier.
- E. **Commissioner** means the Director of the Office of Insurance Regulation.
- F. **Creditable Coverage** means, with respect to an individual, coverage of the individual as described in Section 627.6561(5) and (6), F.S.

- G. **Eligible Dependent** for Small Employer Carrier purposes means the spouse or child of an Eligible Employee, subject to applicable terms of the Health Benefit Plan covering that employee. Eligible Dependent may include a former spouse of an Eligible Employee, for whom a Carrier is contractually obligated to continue existing coverage following divorce or legal separation, under COBRA or other similar law or court decree, for the period of that obligation. Eligible Dependent may also include a natural child, a legally adopted child, a child placed for adoption, a child supported by the employee pursuant to a valid court order, a child for whom the employee is the legal guardian, or a stepchild who lives with the employee.

Eligibility of dependents of Eligible Individuals under the Individual Act shall be determined in accordance with Florida Statutes and applicable rules of the Florida Office of Insurance Regulation and subject to the applicable terms of the Health Benefit Plan covering the Eligible Individual.

- H. **Eligible Employee** means an employee who works on a full-time basis, with a normal workweek of 25 or more hours, and who has met any applicable waiting period requirements. This includes a sole proprietor, a partner of a partnership, or an independent contractor, provided that the sole proprietor, partner or independent contractor is treated as an employee under a Health Benefit Plan of an Eligible Small Employer. This definition does not include a part-time, temporary or substitute employee.

- I. **Eligible Individual** means an individual, as of the date under which the individual seeks coverage pursuant to Section 627.6487, F. S., who has aggregate creditable coverage of 18 or more months, and whose most recent prior creditable coverage was under a group health plan, a governmental plan, or a church plan, or under health insurance coverage offered in connection with any such plan, and

1. who is not eligible for coverage under:
 - a. a group health plan, as defined in section 2791, of the public Health Service Act;
 - b. a conversion policy under section 627.6675, F. S., or section 641.3921, F. S.
 - c. Part A or Part B of Title XVIII of the Social Security Act; or
 - d. a state plan under Title XIX of such act, or any successor program, and does not have other health insurance coverage;
2. with respect to whom the most recent coverage within the coverage period was not terminated based on a factor described in Section 627.6571(2)(a) or (b), F.S., relating to nonpayment of premiums or fraud, unless such nonpayment of premiums or fraud was due to acts of an employer or person other than the individual;
3. who, having been offered the option of continuation coverage under a COBRA continuation provision or under section 627.6692, F.S., elected such coverage; and

4. who, if the individual elected such continuation provision, has exhausted such continuation coverage under such provision or program.
- J. **Eligible Small Employer** means a Small Employer who meets the participation, contribution, and other Small Employer Carrier requirements permitted under the Small Employer Act.
- K. **Established Geographic Area** means the county or counties, or any portion of a county or counties, within which the carrier provides or arranges for network-based health care services to be available to its insureds, members or subscribers.
- L. **Extra Insureds** means employees who are covered under a Small Employer's Health Benefit Plan, but do not meet the requirements defined for coverage as an Eligible Employee. These may include part-time employees or retirees providing occasional service.
- M. **Guarantee-Issue Basis** means an insurance policy that must be offered to an employer, employee or dependent of the employee, regardless of health status, preexisting conditions, or claims history.
- N. **Health Benefit Plan** means any hospital or medical expense incurred policy or certificate, hospital or medical service plan contract, or Health Maintenance Organization subscriber contract. It does not include:
1. Policies or contracts covering only accident, specified disease, individual hospital indemnity, credit, dental, vision, disability income, Medicare Supplement, Medicare Risk, or long term care.
 2. Coverage issued as a supplement to liability insurance, workers' compensation or similar insurance, or automobile medical-payment insurance.
 3. For Small Employer Health Benefit Plans, coverage under individual policies, except as specified in Section (4)(a) of the Small Employer Act; for Individual Health Benefit Plans, coverage under group insurance policies, except as specified in Section (7)(f) of the Individual Act.
- O. **Health Insurance Issuer, and Individual Health Insurance** have the same meaning ascribed in Section 627.6487(2), F.S.
- P. **Individual Carrier** means any Carrier that offers Health Benefit Plans to Eligible Individuals pursuant to Section 627.6487, F.S.
- Q. **Individual Reinsuring Carrier** means an individual carrier that elects to comply with the requirements of subsection (7) of the Individual Act.
- R. **Individual Risk-Assuming Carrier** means an individual carrier that elects to comply with the requirements of subsection (6) of the Individual Act.
- S. **Late Enrollee** means an Eligible Employee or Eligible Dependent who enrolls in a group health plan at a time other than during:

1. the first period in which the individual is eligible to enroll under the policy or
 2. a Special Enrollment Period.
- T. **Multiple Employer Welfare Arrangement** is defined as in Section 3 of the Employee Retirement Income Security Act of 1974 (ERISA), as amended, except for an arrangement which is fully insured within the meaning of Section 514(b)(6) of said Act, as amended.
- U. **Office** means the Florida Office of Insurance Regulation.
- V. **Pre-existing Condition Provision** means a policy provision which excludes coverage for charges or expenses incurred during a specified period following the insured's effective date of coverage. When allowed by applicable state and federal law, the specific periods are defined in in Section 627.6561, F.S., for Small Employer insurance policies and in Section 641.31071, F.S., for Small Employer Health Maintenance Organization contracts when the group has two or more Eligible Employees.

For Individual Carriers, any preexisting condition exclusion for Eligible Dependents must comply with Sections 627.6561 and 641.31071, F.S., and be consistent with rules of the Florida Office of Insurance Regulation and federal law.

- W. **Rating Period** means the calendar period for which premium rates established by a small employer carrier are assumed to be in effect.
- X. **Small Employer**, pursuant to the Small Employer Act, means in connection with a health benefit plan, any person, sole proprietor, self-employed individual, independent contractor, firm, corporation, partnership, or association actively engaged in business, that has its principal place of business in this state, and that employed an average of at least one but not more than 50 eligible employees on business days during the preceding calendar year and employs at least one employee on the first day of the plan year.

The number of Eligible Employees does not include those separately covered under a Trust established under the Labor Management Relations Act of 1938.

The definition of Small Employer does not include a sub-unit of a Trust established under the Labor Management Relations Act of 1938 and covering more than 25 members (employees), nor does it include any subsidiary unit of a firm employing more than 25 employees.

Small Employer status is determined during the calendar year immediately preceding the date of the determination. A date of determination may be up to 90 days prior to the effective date of coverage with a Carrier, or, for a policy already in force, the policy's renewal date or rate change date. For existing business, the Carrier shall determine whether or not an employer is a Small Employer annually, and that determination will be maintained for one year from its effective date.

- Y. **Small Employer Carrier** means any Carrier which offers Health Benefit Plans covering Eligible Employees of one or more Small Employers, and registered as such with the Office.
- Z. **Small Employer Health Benefit Plan** means a Health Benefit Plan for Small Employers, established in accordance with Section (5) of the Small Employer Act.
- AA. **Small Employer Reinsuring Carrier** is a reinsuring carrier as defined in Section (9) of the Small Employer Act.
- BB. **Small Employer Risk-Assuming Carrier** is a risk-assuming carrier as defined in Sections (9) and (10) of the Small Employer Act.
- CC. **Special Enrollment Period** is a period of time, as required in Section 627.65615, F.S., or, if the carrier is an HMO, as required in Section 641.31072, F.S., during which a person may enroll in a Small Employer Health Benefit Plan without being considered a Late enrollee, other than the time during which the individual is first eligible to enroll in the plan.
- DD. **HMO** means an organization governed by Chapter 641, Florida Statutes.

Article III - Program Provisions Applicable to Certain Carriers

- A. Each Small Employer Carrier designated as a Small Employer Reinsuring Carrier may reinsure coverage under Small Employer Health Benefit Plans and shall be subject to assessment as described in the Small Employer Act. Each Individual Carrier designated as an Individual Reinsuring Carrier may reinsure coverage of Eligible Individuals and Eligible Dependents purchasing coverage required to be offered pursuant to Section 627.6487, F.S., and shall subject to assessment as described in the Individual Act.
- B. Small Employer Risk-Assuming Carriers are not Reinsuring Carriers, and they are not subject to Small Employer program assessment except for Board Administrative expenses as provided in the Act. Individual Risk-Assuming Carriers are not Reinsuring Carriers, and they are not subject to Individual program assessment except for Board Administrative expenses as provided in the Acts. Both types of Risk-Assuming Carriers must provide certain information to the Administering Carrier (Article XIV).
- C. Carriers who are not registered as Small Employer Carriers or Individual Carriers are subject to second tier assessments (Article XIII).
- D. An Administering Carrier may be chosen by the Board to perform certain functions of the Program (Article VIII). If an Administering Carrier is not chosen, these function may be performed by the Executive Director or other contracted entities based on criteria determined by the Board.

Article IV - Powers of the Program

The Program has the general powers and authority granted under the laws of Florida to insurance companies and Health Maintenance Organizations licensed to transact business except the power to issue Health Benefit Plans directly to groups or individuals. In addition, the Program has the specific authority to:

- A. Provide reinsurance and establish rules, conditions, and procedures in accordance with the requirements of the Acts.
- B. Establish appropriate rates, rate schedules, rate adjustments, rate classifications and any other actuarial functions appropriate to the operation of the Program.
- C. Assess Carriers in accordance with the provisions of the Acts, and make interim assessments for reasonable and necessary expenses. Design reports and procedures so required.
- D. Adjust the level of claims retained by both types of Reinsuring Carriers, as appropriate.
- E. Enter into contracts as necessary or proper to carry out the duties of the Program, including contracts with similar programs of other states for the joint performance of common functions or with persons or other organizations for the performance of administrative functions.
- F. Borrow money to effect the purposes of the Program, from Carriers or other institutions. Any notes or evidences of indebtedness of the Program which are not in default constitute legal investments for Carriers and may be carried as admitted assets.
- G. Appoint legal, actuarial, and other committees to provide technical assistance in the operation of the Program.
- H. Take any legal actions necessary to avoid the payment of improper claims against the Program.
- I. Sue or be sued, including taking any legal actions necessary or proper for recovery of any assessments for, on behalf of, or against the Program or any carrier.

Article V - Plan of Operation

- A. The Program shall perform its functions under this Plan of Operation (the Plan), and in accordance with the Acts.
- B. The Plan is intended to assure the fair, reasonable and equitable administration of the Program and provide for the sharing of Program gains or losses in accordance with the provisions of the Act.
- C. The Program operates for the benefit of both types of Reinsuring Carriers who issue coverage as required under the Acts. For Small Employer Reinsuring Carriers, the statutory requirement involves offering a Basic and Standard Health Benefit Plan as well as other Small Employer Health Benefit Plans, to all Eligible Small Employers.

For Individual Reinsurance Carriers, the statutory requirement involves offering at least two generally available coverages, as described in section (4) of the Individual Act. The Small Employer Plans and the Individual Plans shall be offered without regard to health status or claim experience. The Board shall provide additional clarification of Carrier requirements under the Acts, as needed.

- D. The Program does not, nor is it intended to, create any contractual or other rights or obligations between the Program and any employer, employee, dependent or other entity or person insured by any Reinsuring Carrier. It does not provide any benefit or create any obligation, contractual or otherwise, to any person or entity other than a Reinsuring Carrier.

Article VI - Board of Directors and Meetings

- A. The Program shall exercise its powers through a Board of Directors:
1. The Board shall consist of the Commissioner or his designee (who shall chair the Board) and thirteen additional members. The composition of the Board shall be as described in Subsection (11)(b)3. of the Small Employer Act.
 2. The Board may elect a Secretary from among its members, as well as other officers as it deems appropriate, for terms it deems appropriate. If the Board does not elect a Secretary, the Executive Director shall perform those duties required of a Secretary.
 3. Vacancies occurring on the Board shall be filled in the same manner as the original appointment for the unexpired portion of the term.
- B. The votes of the Board shall be on a one person, one vote basis.
- C. A majority of the Directors of the Board shall constitute a quorum for the transaction of business. The acts of the majority of the Directors at a meeting at which a quorum is present shall be the acts of the Board, except as provided in Section J below.
- D. An annual meeting of the Board shall be held each year. At that meeting, the Board shall:
1. Review the financial results for the prior year, including earned premiums, expenses of Program administration, and incurred losses taking into account investment income and other appropriate items.
 2. Determine the Program net losses for both the Individual and Small Employer programs for the previous year, including administrative expenses for that year and the incurred losses for that year, taking into account investment income and other appropriate income, and, by March 1, file a report with the Office of the Program net loss for each pool.
 3. Determine if an assessment is necessary for the proper administration of the Program, and, by March 1, file an estimate of the needed assessments with the Office.
- E. At least once each year, the Board shall meet to:

1. Review this Plan and submit proposed amendments, if any, to the Commissioner for approval.
2. Review reports describing financial results, outstanding contracts and obligations, and all other material matters.
3. Review reports of the committees established by the Board.
4. Review and approve the rates for Individual and Small Employer reinsurance coverage.
5. Increase the reinsurance deductible to adjust for increases in cost and utilization. Each year, the level of claims retained by both types of Reinsuring Carriers shall be increased by at least the annual change in the medical care component of the Consumer Price Index for All Urban Consumers, unless the Board recommends and the Office approves a lower increase.
6. Review and approve the rate of interest and administrative fee to be charged for late payments.
7. Review and recommend to the Commissioner appropriate changes in market conduct or other requirements for Individual Carriers, Small Employer Carriers and agents, including rules as to the manner and levels of agent compensation for plans required to be provided pursuant to the Acts. Both Individual and Small Employer Carriers shall provide reasonable compensation to agents, if any, in a manner and at a level which considers the need for broad availability of coverage, the objectives of the Program, the time and effort expended in placing the coverage, the need to provide services to employers and eligible individuals, the levels of agent compensation currently used in the industry, and the overall cost of coverage.

The Board may, if it determines appropriate, provide one or more detailed schedules for compensation, based on these same considerations. Any such schedule shall be subject to approval by the Office. Once approval is granted, the schedule shall be incorporated into this Plan.

8. Develop and approve the Program's Investment Policies, generally consistent with Chapter 625 of Florida Statutes.
9. Review and approve changes, if any, in the communications program.
10. Determine whether any technical corrections or amendments to the Act should be recommended to the Commissioner.
11. Review the effectiveness of the Program in improving rate stability, accessibility, and affordability in the small employer and individual marketplace.
12. Review, consider, and act on any matters deemed by the Board to be necessary and proper for the administration of the Program.

- F. The Board shall hold other meetings upon the request of the Chairman or of three or more Directors, at appropriate times and frequency. These meetings may be held in person, by telephone, or by a written vote circulated to the Directors, upon which the Directors will indicate in writing their rejection or approval of the measure at issue. Notice of such a meeting and its purpose shall be provided to the general public and to the Directors at least 7 days prior to the meeting.
- G. A written record of the proceedings of each Board meeting shall be made. The original of the record shall be retained by the Secretary of the Board, if such position is created; otherwise, it shall be retained by the Executive Director.
- H. The Board may establish administrative rules of practice of the Program consistent with the Acts and this Plan.
- I. Under the Acts, the Board has been assigned various other responsibilities relating to Small Employer and Individual access. The Board may undertake, assign, or contract for administration of these duties.
- J. Amendments to the Plan or suggestions of technical corrections to either of the Acts shall require the concurrence of a majority of the entire Board.
- K. Directors of the Board may be reimbursed from the monies of the Program for reasonable expenses incurred by them as Directors, upon approval of such expenses by the Board, but they shall not otherwise be compensated by the Program for their services. Submission for reimbursement must be received by the Program within 60 days of the actual travel date.
- L. Executive Director
 - 1. The Board may select and hire or contract for an Executive Director who will assist the Board and who shall be assigned the responsibility for ensuring that the day-to-day functions related to execution of the Plan are completed. The Board may also hire or contract for additional administrative staff support.
 - 2. With Board supervision, the Executive Director shall be in charge of the business management activities in the daily operation of the Program and shall be responsible for staffing and facilitating services to the Board.
 - 3. At least annually, the Board shall review the performance of the Executive Director to ensure the Executive Director's compliance with the requirements of the Plan and the performance of its duties. At this time, the Board shall review the Executive Director's compensation and shall determine whether any adjustments are appropriate. The Chairman of the Board shall meet with the Executive Director and inform the Executive Director of the Board's review and determinations.

Article VII – Conflict of Interest, Ethics

To ensure that the Program and its Board are free from potential conflict or inappropriate behavior, the following guidelines for conduct of the Board members and all contractors, agents, and employees of the Plan are hereby adopted:

- A. Each Board member, contractor, agent or employee shall have an affirmative duty to notify the Board and the Office if the member, contractor, agent or employee, or carrier that the Board member represents, has a potential conflict of interest.
- B. No Board member, contractor, agent, or employee, shall use their position to foster or facilitate any pecuniary gain for themselves, their member carrier(s), or any other entity in which the Board member, agent or employee, or the member carrier has a substantial financial interest.
- C. No Board member, contractor, agent, or employee, shall use their position to secure or promote any business relationship from which they may derive a financial gain.
- D. All Board members, contractors, agents, and employees shall be subject to the following restrictions regarding the receipt of gifts:
 - 1. In connection with the conduct of official Board business, Board members, contractors, agents and employees may not accept meals (including cocktails parties, receptions and the like) from a person doing business with the Program or from any political committee or committee of continuous existence as defined by section 106.011, Florida Statutes; or from a lobbyist who lobbies the Program, or any partner, firm, employee or principal of such person, committee, or lobbyist.
 - 2. The restrictions specified above are not intended to prohibit a contractor, agent or employee from accepting compensation from a client or employer with respect to services provided which are not in any way related to the business of the Program. This provision is not intended to relieve the contractor, agent or employee of the affirmative duty of disclosure provided in A. above.
 - 3. The restrictions specified above are not intended to prohibit a Board member, contractor, agent or employee from receiving any type of compensation that the Board member, contractor, agent or employee might receive from his or her employer for the performance of his or her duties.
- E. Neither the Executive Director nor any member of the Board shall personally represent another person or entity for compensation before the Board for a period of two years following vacation of the position, unless employed by an agency of state government.

- F. All contracts entered into for services after January 1, 2005, shall be accompanied by a disclosure form requiring the vendor to disclose any relationships, financial or otherwise, with any employee or member of the Board, and placing the vendor on notice of the conflict of interest policy applicable to contractors, agents or employees of the Program, including the limitation on gifts.
- G. Any breach of conflict of interest, post-employment restrictions, other ethics policies or suspected fraud or compromise of public trust by the Executive Director or members of the Board shall be reported by the executive Director to the Chair of the Board immediately upon discovery. If such breach constitutes potential criminal activity, the full circumstances shall also be reported by the Executive Director to the Department of Financial Services, Division of Insurance Fraud within 48 hours of discovery.

Article VIII - Committees

Each Director shall be entitled to participate personally on any committee established by the Board, or, with Board approval, to appoint another voting member. A written record of the proceedings of each committee shall be maintained by a Secretary appointed from the membership of the committee or by the Executive Director.

Committees may include the following:

- A. Actuarial Committee

When directed by the Board, the mission of the Actuarial Committee includes the following:

1. Recommend to the Board appropriate reinsurance premium rates, rate schedules, rate adjustments, and rate classifications for individuals and groups reinsured with the Program.
2. Recommend to the Board the appropriate increase in reinsurance deductibles, recognizing both cost and utilization increases, as described in Section (11)(g) of the Small Employer Act and Section (7) of the Individual Act.
3. Determine the incurred claims of the Program, including amounts for incurred but not reported claims.
4. Recommend to the Board appropriate method(s) for reinsurance of Plans other than the Basic and Standard Plans.
5. Recommend to the Board reports to be made by Reinsuring Carriers and the Administering Carrier, if any.
6. Recommend HMO adjustments to both Reinsurance Premiums and Claims.
7. Review the methods for calculating assessments and recommend any needed revisions to the Board.

8. Calculate the Carrier premiums to be used in determining assessment amounts.
9. Develop and recommend to the Board, for use in determining reinsurance premiums for Reinsuring Individual Carriers, a standard HMO Individual Health Benefit Plan and a standard high benefit indemnity Individual Health Benefit Plan (“High Benefit Plan”) and a standard low benefit indemnity Individual Health Benefit Plan (“Low Benefit Plan”).
10. Provide reports and other recommendations as directed by the Board.

B. Audit Committee

When directed by the Board, the mission of the Audit Committee includes the following:

1. Develop a uniform audit program to be utilized by independent auditors in their review of items related to reinsurance with the Program and assessments for each affected Carrier. The audit program shall include a requirement that the independent auditor verify a representative sample of statements containing the certificates and acknowledgments listed in Section (12)(d)2. of the Small Employer Act.
2. Establish standards of acceptability for the selection of the auditing firm(s).
3. Assist the Board in the selection of an independent auditor for the annual audit of the Program operations.
4. Assist the Board in the review of the reports prepared by the independent auditors in conjunction with 1. and 3. above and any other audit-related matters the Board deems necessary.
5. Oversee the proper conduct of activities by the Administering Carrier, if any.

C. Other committees may be appointed as deemed necessary by the Board.

Article IX - Administering Carrier: Selection and Duties

If the Board selects an Administering Carrier, the Administering Carrier shall be jointly responsible, with the Board, the Executive Director and all Small Employer Carriers, for the fair, equitable, and reasonable administration of the Program.

- A. The selection of an Administering Carrier shall be based upon a selection process approved by the Board. The Administering Carrier must be either a Carrier or a third party administrator approved to operate in the State of Florida.
- B. An Administering Carrier shall perform functions as directed by the Board and outlined in this Plan, including:
 1. Establish procedures and install the systems needed to administer the operations of the Program in accordance with the Acts and this Plan:

- a. Accept, on behalf of the Program, risks that are ceded by Reinsuring Carriers.
 - b. On a timely basis, collect reinsurance premium for ceded risks and all other amounts due to the Program. Unless modified by the Board, a “timely basis” is defined to mean receiving premium within 30 days of due date. If the premium is not received within 10 days after the 30 days expires, the Administering Carrier, if any, shall send a late notice demanding payment (including interest and penalties if appropriate) within 20 days. The Administering Carrier, if any, shall be notified in writing of any modification to this time schedule by the Board.
 - c. Design forms for reinsurance reporting and submit the proposed forms to the Board for approval.
 - d. Process and prepare for payment reinsurance claims paid on ceded risks.
- 2. Establish a lock box in the name of the Administering Carrier, if any, for all premium income of the program. The financial receipts of the Program shall be timely deposited into one or more accounts maintained in the name of the Program.
 - 3. Prepare and maintain all assigned financial records consistent with sound business practices prescribed or permitted by the Board. The financial accounting system employed by the Administering Carrier, if any, must establish and provide a clear audit trail of all financial transactions handled by and records prepared by the Administering Carrier, if any.
 - 4. Perform other functions as directed by the Board.
- C. An Administering Carrier shall maintain all Program records for a period of 7 years following the end of the year. All such records are the property of the Program and shall be delivered to the Board upon demand.
 - D. An Administering Carrier shall serve until the appointment by the Board of a successor Administering Carrier, until its resignation, or until it is otherwise removed or terminated by the Board or by the Director. An Administering Carrier shall give the Board 180 days notice of its decision to resign. The Board shall give an Administering Carrier 90 days notice of its decision to remove or terminate the Administering Carrier without cause.
 - E. An Administering Carrier may subcontract for services, but must obtain the Board’s approval whenever a single subcontractor is to be paid more than \$25,000 in any year.
 - F. In performing its duties, an Administering Carrier shall maintain the confidentiality of all information pertaining to insureds and Reinsuring Carriers, in accordance with all applicable statutes, regulations and principles of common law pertaining to confidentiality and trade secrets.

Such information shall be used only for the purposes necessary for the operation of the Program, and shall be strictly segregated from other records, data, and operations of an Administering Carrier. Unless specifically required here, under the Acts, or under other applicable laws, no information shall be retained or used by an Administering Carrier or disclosed to any third party, if it identifies a specific insured or Reinsuring Carrier.

Article X – Small Employer Eligibility for Reinsurance

Small Employer Reinsurance is available only for coverage of Eligible Employees and Eligible Dependents under Eligible Health Benefit Plans issued by Reinsuring Carriers to Eligible Small Employers as described in the Small Employer Act and in this Article. A Small Employer Reinsuring Carrier may reinsure with the Program the coverage of:

- an individual Eligible Employee and/or Eligible Dependents, or
- an Eligible Small Employer’s entire group of Eligible Employees and Eligible Dependents.

A. Identifying Eligible Small Employers

1. Small Employer status is determined as of the effective date of a Small Employer Carrier’s coverage of a firm’s Health Benefit Plan. New employees added to Health Benefit Plans in force are also eligible, if all other applicable conditions are met.
2. The determination of the number of Eligible Employees may be based on the most recent Federal or State filing which reflects the number of full-time employees, accompanied by a Small Employer certification of this information, unless the Small Employer submits other verifiable information to the Small Employer Carrier.
3. Access regardless of health status is provided and reinsurance is available to Reinsuring Carriers, only if the Small Employer satisfies eligibility, contribution, and participation requirements specified in the Small Employer Carrier’s Health Benefit Plan. The Carrier’s requirements must comply with the limitations described in Section (5) of the Small Employer Act.
4. Each Small Employer Carrier is responsible for determining whether a firm is an Eligible Small Employer as of the effective date of coverage, for updating that determination each year, and for obtaining information from the Small Employer to document that determination.

The Reinsuring Carrier is also responsible for certifying the above determination to an Administering Carrier or to the Program if any coverage under a Small Employer’s Health Benefit Plan is to be reinsured. If a Reinsuring Carrier, while acting in good faith, erroneously certifies a firm to be an Eligible Small Employer, reinsurance of any employees of that firm, or their dependents, shall be terminated within 30 days after an Administering Carrier or the Program is notified of the error.

B. Identifying Eligible Health Benefit Plans

1. The status of a Small Employer Health Benefit Plan is determined in Section (5) of the Small Employer Act. It is unaffected by whether the Small Employer provides health benefits by purchasing a group policy, by participating in a Multiple Employer Welfare Association or a plan sponsored by a trade association, by buying coverage under individual health policies for employees, or by paying benefits directly to employees from its own funds. It is also unaffected by employees' coverage under Medicare.
2. For Basic and Standard Plans, the Program will reinsure the level of coverage provided to the employee subject to the reinsurance deductible and coinsurance amounts specified in Article XI of this Plan. Reinsurance is not available if riders, endorsements, or other means are used to restrict or exclude coverage for specified diseases or medical conditions, under either the Basic or Standard Plan.
3. For other plans, the Program will reinsure the level of coverage provided to the employee up to, but not exceeding, the level of coverage provided in a Basic or Standard Plan, whichever is initially specified by the Reinsuring Carrier and is consistent with paragraph XI D.2.d. of this plan.

C. Identifying Eligible Employees and Dependents

1. If a Small Employer Carrier offers coverage to a Small Employer, it must offer coverage to all the Small Employer's Eligible Employees and Eligible Dependents. A Small Employer Carrier may not offer coverage limited to certain persons in a group, except with respect to Late Enrollees.
2. Coverage of Extra Insureds and their dependents does not qualify for reinsurance.
3. Reinsurance does not cover any excludable Pre-existing Condition to the maximum extent allowed under the Small Employer Act, if allowed by applicable federal and state law.
4. Any material statement by an employer or employee, which falsely certifies as to an individual's eligibility for coverage, constitutes cause for termination of reinsurance, without penalty to the Reinsuring Carrier. Prompt notice of the discovery shall be made to the Administering Carrier and reinsurance of any such individuals shall be terminated within 30 days of the notification.

D. Late Enrollee Provisions

1. For the purpose of determining Late Enrollee status, the initial enrollment period refers to the enrollee's earliest opportunity to enroll for coverage under any Health Benefit Plan sponsored by the employee's current Small Employer.

2. For Small Employers with fewer than two Eligible Employees, a Small Employer Carrier may decline coverage for a Late Enrollee, but only for a period not exceeding 24 months from the Late Enrollee's application and only if the Late Enrollee was not covered by creditable coverage continually to a date not more than 63 days before the effective date of the new coverage. Reinsurance is not available during this period.
3. A Small Employer Carrier may exclude coverage of a pre-existing condition while accepting a Late Enrollee's application, unless prohibited by applicable state or federal law. During this period, which may not exceed 18 months for Small Employers with two or more Eligible Employees or 24 months for Small Employers with fewer than two Eligible Employees, reinsurance does not cover claims due to the excluded pre-existing condition.
4. If both a period of exclusion from coverage and a pre-existing condition exclusion are applicable to a Late Enrollee, the combined period may not exceed 18 months from the date of the Late Enrollee's application for coverage (24 months for Small Employers with fewer than two Eligible Employees).
5. A Small Employer may change Carriers while a Late Enrollee's coverage or pre-existing condition is excluded. When this occurs, the new Carrier may continue to exclude coverage of the Late Enrollee or of the pre-existing condition, but only for a period of time which ends no later than 18 months from the original date of application with the prior Carrier (24 months for Small Employers with fewer than two Eligible Employees).
6. An Employee or Dependent who enrolls during a Special Enrollment Period is not considered a Late Enrollee.

Article XI – Individual Eligibility for Reinsurance

Individual Reinsurance is available only for coverage of Eligible Individuals and Eligible Dependents under Eligible Health Benefit Plans issued by Individual Carriers to Eligible Individuals as described in the Individual Act and in this Article. An Individual Reinsuring Carrier may reinsure with the Program the coverage of an Eligible Individual and the Individual's Eligible Dependents.

A. Identifying Eligible Individuals

1. Eligible Individual status is determined as of the date on which an individual seeks coverage pursuant to Section 627.6487, F.S.
2. Access regardless of health status is provided and reinsurance is available to Reinsuring Carriers, only if the individual satisfies eligibility requirements specified in the Individual Carrier's Health Benefit Plan. The Carrier's requirements must comply with the limitations described in Section 627.6487, F.S.
3. Each Individual Carrier is responsible for determining whether an individual is an Eligible Individual as of the effective date of coverage and for obtaining information from the eligible Individual to document that determination.

The Reinsuring Carrier is also responsible for certifying the above determination to the Administering Carrier, if any coverage under an Individual Health Benefit Plan is to be reinsured. If a Reinsuring Carrier, while acting in good faith, erroneously certifies an individual to be an Eligible Individual, reinsurance of that individual shall be terminated within 30 days after an Administering Carrier or the Program is notified of the error.

4. When an Individual Carrier offers coverage to an Eligible Individual, if the plan offered covers dependents, the coverage must be offered to all of the Eligible Individual's Eligible Dependents. If the dependent is not also an Eligible Individual, the Plan may impose a Pre-existing Condition Limitation, unless prohibited by applicable state or federal law.
5. An Individual Carrier may nonrenew or discontinue coverage if the individual has failed to pay premiums or the carrier has failed to receive timely premiums, the individual has performed an act or practice that constitutes fraud or made an intentional misrepresentation of material fact under the terms of the coverage. Prompt notice of the discovery shall be made to an Administering Carrier or to the Program, and reinsurance of any such individuals shall be terminated within 30 days of the notification.

B. Identifying Eligible Health Benefit Plans

1. Individual Health Benefit Plans required to be provided are described in Section 627.6487(4), F.S.
2. If the Individual Health Benefit Plan offered to Eligible Individuals provides family coverage (coverage for dependents), the Individual Carrier must offer coverage under the Plan to all Eligible Individuals' Eligible Dependents. If the Individual Health Benefit Plans required to be provided pursuant to Section 627.6487(4), F.S., do not provide family coverage, the Individual Carrier is not required to offer family coverage Health Benefit Plans to Eligible Individuals.
3. As described in Article XI of this Plan, the Program will reinsure the level of coverage provided to the Eligible Individual up to, but not exceeding, the level of coverage provided in the HMO Individual Health Benefit Plan, the indemnity High Benefit Plan, or the indemnity Low Benefit Plan.

Article XII – Procedures for Ceding Risks

A. Reinsurance Rules and Premium Levels

1. Each Reinsuring Carrier proposing to cede reinsurance of the coverage for any group, individual member of the group, or an Eligible Individual or Eligible Dependent is responsible for ascertaining and certifying that:
 - a. if group coverage, the ceded group is an Eligible Small Employer;
 - b. if group coverage, the ceded individual is an Eligible Employee or an Eligible Dependent;

- c. if Individual Coverage, the ceded individual is an Eligible Individual or Eligible Dependent;
- d. the Plan meets all other requirements of the applicable Act; and
- e. the reinsurance premium rate payable to the Program for that group, individual member of the group, or an Eligible Individual has been correctly determined in accordance with this Article.

Each Reinsuring Carrier must document these determinations in reporting reinsurance census data and reinsurance premiums to an Administering Carrier or to the Program.

- 2. A Small Employer Reinsuring Carrier may cede an entire group (all covered employees) under a Small Employer Health Benefit Plan. Alternatively, a Small Employer Carrier may cede individual coverage for a specific Eligible Employee or Eligible Dependent (or an Eligible Employee's dependents as a unit) under a Small Employer's plan.

Reinsurance of an entire group can be effective only as of one of the following dates:

- a. the initial effective date of the Eligible Small Employer's plan; or,
- b. the effective date of transfer of the group from a prior Carrier.

Reinsurance of an individual covered under an Eligible Small Employer's plan may be effective either on one of the above dates or on the effective date of the individual's coverage, if later.

A renewal, re-issue, attainment of policy anniversary, amendment, rider, or other change in the Small Employer's Health Benefit Plan or individual Health Benefit Plan does not serve to qualify an individual or group for reinsurance.

Reinsurance of an Eligible Individual covered under an Individual Carrier's Health Benefit Plan may be effective on the date such coverage begins.

- 3. Availability of reinsurance is subject to the following additional rules:
 - a. If Small Employer coverage, the ceded group must be an Eligible Small Employer on the effective date of reinsurance.
 - b. If Small Employer coverage, each ceded individual whose coverage is reinsured must be an Eligible Employee or Eligible Dependent.
 - c. Formerly part-time, temporary, or substitute employees may be reinsured as of the date of transfer to Eligible status (insurance effective date).

- d. A Reinsuring Carrier may change the reinsurance status of a reinsured Small Employer group during a policy year, from reinsurance of the entire group to reinsurance of only selected individual(s) in the group. If an entire group's coverage is reinsured and the Carrier does not elect this status change, all newly Eligible Employees and Eligible Dependents must be reinsured.
- e. The Reinsuring Carrier may reinsure individual coverage of an Eligible Employee without reinsuring coverage of any specific Dependent of that employee, and may reinsure coverage of a specific Eligible Dependent without reinsuring coverage of the Employee. A newborn's coverage may be reinsured only if the mother's coverage was reinsured prior to the date of birth.
- f. If Individual coverage, the individual must be an Eligible Individual or Eligible Dependent.

B. Notification of Reinsurance

- 1. For reinsurance to become effective, notice must be provided to an Administering Carrier or to the Program within 60 days after the effective date of the group's, employee's, dependent's or Eligible Individual's coverage. Notice must include all required information with respect to those whose coverage is to be reinsured.
- 2. An Administering Carrier or the Program may grant exceptions to newly designated Reinsuring Carrier. With a valid, written explanation, notification of a Carrier's first reinsured group or individual may be accepted up to 21 days beyond the normal 60-day notice. An Administering Carrier will report any such exception to the Board.
- 3. For unusual circumstances, including fraudulent reporting to the carrier of the health status of the Eligible Employee, Eligible Dependent, or Eligible Individual, the Board may (although it is not required to do so) extend the 60-day notice period. If a Reinsuring Carrier believes that, through no fault of its own, it was unable to appropriately review the health status of the covered individuals in a timely manner, the Carrier may petition the Board for an extension of the notice period. If the Carrier so petitions the Board, it must notify the Board as soon as possible after discovering the circumstance. In determining whether to extend the notice period, the Board shall take into account the number of requests for extensions of time made by a specific carrier.

C. Period of Reinsurance

- 1. Reinsurance may continue for as long as the Eligible Employee's and/or Eligible Dependent's or the Eligible Individual's coverage remains in effect under an Eligible Small Employer or Eligible Individual Health Benefit Plan.
- 2. For group coverage, when the number of Eligible Employees increases to more than 50, reinsurance may be continued until the first of the following occurs:

- a. The number of Eligible Employees reaches 55 as of the date of the Small Employer Carrier's annual determination. (See Article II-Z.)
 - b. The number of Eligible Employees exceeds 50 for two consecutive annual determination dates.
 - c. The Small Employer Carrier takes a rating or access action which would be prohibited for a group of 50 or fewer Eligible Employees.
3. A Reinsuring Carrier may withdraw a group or individual from the Program while coverage continues under the Small Employer or Eligible Individual's plan. Written notice must be provided at least 30 days in advance of the withdrawal.
 4. For group coverage, reinsurance of an individual's coverage ceases at the termination of the individual's status as an Eligible Employee or Eligible Dependent (e.g., at retirement or other termination of active employment, divorce of a spouse, or a child's attainment of limiting age), except to the extent that coverage under the Small Employer Health Benefit Plan continues as required by law. If the Reinsuring Carrier provides coverage for such persons beyond that date, for contractual or other reasons, reinsurance will be available for a maximum of an additional 30 days.
 5. Reinsurance ceases for an individual covered under a Small Employer's Health Benefit Plan (including an individual whose coverage under that plan has continued as required by law) at termination of the Reinsuring Carrier's coverage of the group.
 6. A Small Employer Carrier or Individual Carrier who becomes a Risk-Assuming Carrier is no longer a Reinsuring Carrier, and is prohibited from reinsuring or continuing to reinsure coverage under any Small Employer Health Benefit Plan or Individual Plan.

D. Determination of Reinsurance Premium

1. Using the procedures outlined below, the Board shall develop tables of reinsurance premium rates. These rates shall be submitted to the Office for its approval and then communicated to Reinsuring Carriers. The Board shall review the rates from time to time and revise them to reflect the claims experience of the Program. Such revisions shall be implemented after approval of the Office.
2. For the Small Employer Carrier portion of the Program, the reinsurance premium rates will be determined as follows:
 - a. For any reinsured individual, the reinsurance premium is 500% of the basic rate established for that rate classification and coverage.
 - b. For any reinsured group, the reinsurance premium is 150% of the total basic rate established for that group reflecting both the rate classification of each reinsured unit within the group and coverage.

- c. The basic rates will be established taking into account the following:
 - (1) Approximations of premiums charged to Eligible Small Employers by Small Employer Carriers for Health Benefit Plans with benefits similar to the Basic and Standard Health Benefit Plans;
 - (2) Case characteristics commonly used by Small Employer Carriers in Florida;
 - (3) Consideration of usual actuarial criteria for establishing premium rates for Small Employers;
 - (4) Adjustments to recognize the benefits portion of premium, as well as the reinsurance deductible and coinsurance;
 - (5) Adjustments to recognize the use of managed care mechanisms, including the use of restrictive provider networks; and
 - (6) Adjustments to recognize the presence of stop loss insurance.
- d. Reinsurance rates vary by plan:
 - (1) Under policy forms with benefits valued below the most recent “Basic” plan, reinsurance premiums will be those for Basic. Reinsured claims will be determined according to actual payments under the policy form.
 - (2) For policy forms the benefits valued between the most recent “Basic” and “Standard” plans, the reinsurance premiums will be those for Standard. Reinsurance claims will be determined according to actual benefits under the policy form.

At the option of the carrier, reinsurance premiums for Basic may be applied. If the carrier so elects, reinsurance claims must be determined according to Basic plan benefits, rather than those under the actual policy form.
- 3. For the Individual Carrier portion of the Program, the reinsurance premium rates will be determined as follows:
 - a. For any reinsured individual, the reinsurance premium is 500% of the basic rate established for that rate classification and coverage.
 - b. The basic rates will be established taking into account the following:
 - (1) Approximations of gross premiums charged to Eligible Individuals by Individual Carriers for Health Benefit Plans similar to the standard HMO Health Benefit Plan and the indemnity Individual Health Benefit Plans developed by the

actuarial committee (the High Benefit Plan and the Low Benefit Plan);

- (2) Case characteristics commonly used by Individual Carriers in Florida;
- (3) Consideration of usual actuarial criteria for establishing premium rates for Health Benefit Plan coverage for individuals;
- (4) Adjustments to recognize the benefits portion of premium, as well as the reinsurance deductible and coinsurance;
- (5) Adjustments to recognize the use of managed care mechanisms, including the use of restrictive provider networks; and
- (6) Adjustments to recognize the presence of stop loss insurance.

c. Reinsurance rates vary by plan:

- (1) For HMO coverage, reinsurance premiums will be those determined for the HMO plan of reinsurance using the standard HMO Health Benefit Plan developed by the actuarial committee.
- (2) Under policy forms with benefits valued below the Low Benefit Plan, reinsurance premiums will be those determined for the Low Benefit Plan. Reinsured claims will be determined according to actual payments under the policy form.
- (3) For policy forms with benefits valued between the Low Benefit Plan and the High Benefit Plan, the reinsurance premiums will be those for the High Benefit Plan. Reinsurance claims will be determined according to actual benefits under the policy form.
- (4) For policy forms with benefits valued above the High Benefit Plan, the reinsurance premiums will be those for the High Benefit Plan. Reinsurance claims will be determined according to the High Benefit Plan benefits, rather than those under the actual policy form.
- (5) At the option of the Carrier, reinsurance premiums for the Low Benefit Plan may be applied. If the carrier so elects, reinsurance claims must be determined according to the Low Benefit Plan benefits, rather than those under the actual policy form.

4. The Board may, subject to Office approval, implement premium rate table adjustments for Reinsuring Carriers using case management or other specific cost containment measures or to recognize the presence of stop loss insurance.
5. The Eligible Employees of an Eligible Small Employer may change during a year when some Employees and/or Eligible Dependents have been reinsured as individuals. A Small Employer Reinsuring Carrier is not required to pay reinsurance premium for covered individuals, beyond the amount which would have been paid if all Eligible Employees and Eligible Dependents had been reinsured as an entire group.

E. Billing and Payment

1. Premiums are determined as of the first of the month and are due by the twentieth of the month, for the applicable month.

Interest on late premiums will be charged at 1.5% per month.

2. The reinsurance premiums charged to Small Employer Reinsuring Carriers for each group or individual will be determined by the Table of Rates in effect on the later of the effective date of the Small Employer's Health Benefit Plan with the Reinsuring Carrier or the most recent plan anniversary. The reinsurance premiums charged to Individual Reinsuring Carriers for each reinsured Eligible Individual or Eligible Dependent will be determined by the Table of Rates in effect on the later of the effective date of the individual's Health Benefit Plan with the Individual Reinsuring Carrier or the most recent renewal date.
3. Reinsurance bills will be handled on a "self-billed" basis. Monthly, the Reinsuring Carrier will provide an Administering Carrier or the Program with a list of groups and individuals reinsured (as applicable), the premium for each individual (for the month covered), and such other information as may be required by the Program.

If the premium is incorrect as calculated by an Administering Carrier or the Program, an Administering Carrier or the Program will deny the submission if the individual is a newly reinsured individual. The Reinsuring Carrier will be notified of the error and that submission of the life is denied. The Reinsuring Carrier will be refunded any related premium. The Reinsuring Carrier will have 90-days to resubmit the correct premium.

If the premium for an existing reinsured is incorrect, an Administering Carrier or the Program will notify the Reinsuring Carrier of the error. The Reinsuring Carrier will have 90 days to submit the correct premium. Pending receipt of the correct premium, all claims payments to this Reinsuring Carrier will be suspended. If the Reinsuring Carrier does not correct the premium, the ceded life will be terminated retroactive to the date the error was discovered and all related premium will be refunded. No claim payments will be processed during this 90-day period.

4. Reinsurance premium amounts are to be based on whole month increments only. If reinsured coverage is effective during the first 15 days of the month, the entire month is paid in full. When coverage becomes after the 15th of the month, no premiums will be payable until the first month following the effective date.
5. Terminations effective during the first 15 days of the month will be allowed refunds for the entire month, and terminations effective after the 15th of the month will not be allowed a premium refund.
6. Reinsurance premium is due to the Program for as long as the Benefit Plan remains in force, regardless of the Reinsuring Carrier's ability to collect the Small Employer's or Eligible Individual's premiums. The Program has no responsibility for the Reinsuring Carrier's collection of premiums.

Article XIII - Reinsurance Claims

A. Statement of Reinsurance

After the deductible, the Program will indemnify both Individual and Small Employer Reinsuring Carriers for 90% of the first \$50,000 of Covered Claims, 95% of the next \$100,000 of Covered Claims, and 100% of the excess, as described in the Acts, and subject to the following:

1. Covered Claims are amounts in excess of the deductible amount in benefit payments made by the Reinsuring Carrier, for services provided during a calendar year for a reinsured Eligible Employee, Eligible Dependent, or Eligible Individual.
2. Coverage provided by Small Employer Reinsuring Carriers under Plans other than the Basic or Standard Benefit Plans shall be reinsured up to the lesser of the benefits provided under the other plan or the Basic or Standard Plan for which reinsurance premiums have been paid.
3. For the purposes of this section, "Covered Claims" shall mean only amounts actually paid by Reinsuring Carriers for benefits provided for individuals reinsured by the Program. Covered Claims shall not include:
 - a. Claim adjudication expenses.
 - b. Salaries paid to employees of Reinsuring Carriers who are not also providing health care services directly to Eligible Employees, Eligible Dependents or Eligible Individuals.
 - c. Court costs, attorney's fees or other legal expenses.
 - d. Any amount paid by Reinsuring Carriers for:
 - (1) Punitive or exemplary damages; or

- (2) Compensatory or other damages awarded to the insured arising out of the conduct of the Carriers in the investigation, trial, or settlement of any claim for failure to pay or delay in payment of any benefits under any policy; or
- (3) Compensatory or other damages awarded to the insured arising out of the operation of any managed care, cost containment, or related programs.

e. Any statutory penalty imposed upon a Reinsuring Carrier.

B. General Requirements

1. Reinsuring Carriers agree that they will promptly investigate, settle, or defend all claims arising under the risks reinsured and that they will forward copies of such reports of investigation promptly, as may be requested by an Administering Carrier or the Program.
2. Reinsuring Carriers will adjudicate all claims on ceded individuals. They will be required to assure that their claim management practices are consistent for reinsured and non-reinsured individuals. The failure to follow such procedures will result in the denial or reduction of reinsurance claim payments, as determined by the Board.
3. Reinsuring Carriers agree to use their usual case management and claims handling techniques, including utilization review, individual case management, preferred provider provisions, and other managed care provisions consistent with both non-reinsured and reinsured business. The failure to follow such procedures will result in the denial or reduction of reinsurance claim payments, as determined by the Board.
4. The Program shall have the right, at its own expense, to participate in the investigation, adjustment or defense of any claim.
5. The Program shall have the right to inspect the records of the Reinsuring Carrier in connection with reinsured individuals. The Reinsuring Carrier shall submit any additional information required in connection with claims submitted for reimbursement. Carriers shall secure necessary authorizations from insureds for this purpose.
6. All information disclosed between the Program (or an Administering Carrier) and Reinsuring Carriers, in connection with the Program, shall be considered to be proprietary information by the Carriers and by the Program.
7. If any payment is made by the Program and the Reinsuring Carrier is reimbursed by another party for the same expenses, any reinsured claims shall be appropriately adjusted. The Reinsuring Carrier shall do whatever is necessary to preserve and secure its usual reimbursement rights.

8. The Program will reimburse a fee for service equivalent for those services that are rendered by Reinsuring Carriers for which there is no fee charged due to a capitation or similar arrangement, provided that any such fee for service equivalent should be calculated by a methodology that has been recommended by the Actuarial Committee and approved by the Board.
9. Except as approved by the Board, reinsurance will be provided only for covered claims submitted within six months after the date the claim is paid.
10. A 60-day re-submission period exists for claims denied by an Administering Carrier or the Program. If the Reinsuring Carrier determines that the 60-day period is insufficient and this re-submission deadline cannot be met, the Reinsuring Carrier must notify an Administering Carrier or the Program in writing. This written notification must include a description of the circumstances involved, as well as the reason for the extension request. Such requests will then be presented to the board for review. When a claim is denied, an Administering Carrier or the Program shall notify the Reinsuring Carrier that the claim is denied. The notice shall include the reason(s) for denial, a statement that the Reinsuring Carrier has 60-days to resubmit the claims with information necessary to process the claim and information on submitting a request for an extension to the 60-day resubmission period. During this 60-day period or any extension thereof, an Administering Carrier or the Program shall maintain a record of the claim.

C. Claims Reporting

1. Within 20 days after the close of each month, the Reinsuring Carrier shall furnish to an Administering Carrier or the Program the information required with respect to reinsured losses during the period. The information shall be conveyed using forms approved by the Board and furnished by an Administering Carrier or the Program.
2. Each Reinsuring Carrier shall notify an Administering Carrier or the Program as soon as reasonably possible if claims for a reinsured individual are expected to exceed \$100,000.

Article XIV – Assessments and Procedures for Collecting Assessments

A. Net Fund Earnings

Each year, net earnings for both the Individual and Small Employer programs of the Program shall be determined separately. Net earnings equal earned reinsurance premiums plus investment income plus prior net earnings, minus incurred claims, expense allowances paid, and taxes incurred. If the net earnings are negative (i.e., this portion of the Program has operated at a loss), the loss shall be recovered by assessments from applicable Carriers as set forth in (B) and (C) below. If the net earnings are positive, no assessment shall be made and the earnings shall be retained by the Program to offset future losses.

B. Assessments on Reinsuring Carriers (First Tier)

Losses shall initially be allocated to Reinsuring Carriers based on their share of Small Employer or Individual Earned Health Benefit Plan premiums, as appropriate, for the applicable calendar year or other assessment period. Status as a Reinsuring Carrier shall be determined as of the last day of the period. For Carriers who become Risk Assuming during the year, their share of Small Employer or Individual earned premiums shall be included only for the period prior to becoming Risk Assuming.

The first tier of assessments shall be determined by multiplying the losses by a fraction.

1. For Small Employer program first tier assessments, the numerator of the fraction equals the Small Employer Reinsuring Carrier's earned premium pertaining to direct writings of Small Employer Health Benefit Plans in Florida. The denominator equals the total of all such premiums earned by Small Employer Reinsuring Carriers. Premiums shall be those earned under both new and existing Small Employer Health Benefit Plans during the calendar year for which the assessment is made. The maximum First Tier Assessment shall be 5% of each Carrier's Small Employer premiums.
2. For Individual program first tier assessments, the numerator of the fraction equals the Individual Reinsuring Carrier's earned premium pertaining to direct writings of Health Benefit Plans provided to Individuals in Florida. The denominator equals the total of all such premiums earned by Reinsuring Individual Carriers. Premiums shall be those earned under both new and existing Health Benefit Plans provided to Individuals during the calendar year which the assessment is made. The maximum First Tier Assessment shall be 5% of each Carrier's Individual premiums.

First Tier assessments paid by Reinsuring Carriers are credited against any Residual Assessments.

C. Residual (Second Tier) Assessments

The loss for a calendar year in either or both the Small Employer and Individual portions of the Program may exceed the maximums described in Paragraph B of this Article for all of the appropriate Reinsuring Carriers combined. If it does, the excess shall be allocated in proportion to total premiums earned in Florida from all other individual and group Health Benefit Plans and arrangements, except those of Risk-Assuming Carriers in the appropriate market. The second tier of assessments shall be based on the premiums that all Carriers, except Risk-Assuming Carriers in the appropriate market, earned in the calendar year for which the assessment is made, on all Health Benefit Plans. In no event may this Second Tier allocation exceed 0.5% of each Carrier's Health Benefit Plan premiums. Carriers that are risk assuming carriers in either the Small Group market or the Individual market, but not the both, are subject to second tier assessments for the program in which they are not risk assuming. Carriers that are risk assuming in both markets are not subject to second tier assessments. In a calendar year, if a Carrier's first tier assessment exceeds 0.5% of that Carrier's Health Benefit Plan premiums, the Carrier must pay the entire first tier assessment but is not required to pay any second tier assessment for that calendar year.

If losses remain after second tier assessment, the Board shall analyze Program operations to determine necessary corrections, and report its findings for the prior year to the Office by April 1.

D. Assessment Deferral

On application to the Office, assessments may be deferred whenever a Carrier's statutory net worth is at or below the minimum required. The deferral will continue for the period approved or until the Carrier's net worth exceeds statutory requirements. When the deferral period is over, the Carrier must pay the accumulated assessments in installments determined by the Board over a three-year period, and is prohibited from reinsuring any individuals or groups in the program if it fails to pay assessments. No interest will be charged on deferral for financial impairment.

If an assessment against a Carrier is deferred, in whole or in part, the amount by which the assessment is deferred may be assessed against the other Carriers. When paid, the delayed assessments will be treated as other income to the Program.

E. De Minimus Assessments

Any assessment of less than \$10 shall be forgiven.

F. Late Payments

Assessments shall be paid when billed. Second notices are sent if an assessment is delinquent more than two months from the date originally billed. If the assessment is not received by the Program within 30 days of the billing date, the Carrier shall pay interest on the assessment from the 31st day after the original billing date at the rate of 1.5% per month. In the case of a Reinsuring Carrier, the Board may suspend reinsurance rights including payment of all claims if payments are not made within 45 days of the billing date.

G. Earned Premium

Earned premium shall include all premiums, fees, and/or subscriber payments for Health Benefit Plans earned during an accounting period. In lieu of earned premiums, Multiple Employer Welfare Arrangements may report claim payments made and administrative expenses incurred during the accounting period.

H. Board's Administrative Assessment

All risk-assuming and reinsuring carriers shall be assessed to finance the operating expenses of the Board and its office as provided in sub-section (11)(n) of the Small Employer Act and sub-section (7)(f) of the Individual Act.

I. Interim Assessments

In the event of an interim assessment, the Board shall determine a method of allocation consistent with the Acts and with this Article.

J. Assessment Administration

All assessments shall be administered by the Board including assessment notifications to carrier, receipt of assessment payments and disbursement of funds as determined by the Board.

Article XV - Reporting Requirements

A. All Carriers

1. In addition to Statutory Annual Statements, certain other reports shall be submitted by Carriers to the Office. These reports shall be designed with the advice of the Board, and shall be used in calculating assessments.
2. The Program shall notify an Administering Carrier, if any, upon the election to become a risk-assuming or reinsuring carrier by a Small Employer Carrier, as provided in the Small Employer Act or by an Individual Carrier, as provided in the Individual Act, including the approval date and period of election.
3. The Board shall determine the amount of assessment due from each Carrier for both the Small Employer program and the Individual program.

B. All Small Employer and Individual Carriers

1. For Small Employer Carriers, the Office shall require quarterly and annual reports by carriers reflecting small employer enrollment and premium activities for the period reported, and shall determine due dates for filing such reports.
2. By March 1 of each year or April 1 for HMO carrier, an officer of each Small Employer Carrier and each Individual Carrier will certify to the Office its operation as a Small Employer Carrier or Individual Carrier and its status as Risk-Assuming or Reinsuring.

C. Reinsuring Carriers

1. For Small Employer Reinsurance Carriers, unless otherwise specified by the Board, the following information shall be submitted to the Administering Carrier along with Notification of Reinsurance (Article X-B):
 - a. Identification of the Reinsuring Carrier;
 - b. Name, date of birth, sex, and the Carrier identification (certificate) number of the person being reinsured;
 - c. Identification of the reinsured as an employee, spouse, or child;
 - d. Employee name (if different) and social security number;
 - e. Plan anniversary date;

- f. Employer's name, address, zip code and SIC code;
 - g. Indicator of whether Reinsurance is based upon Basic or Standard Benefits;
 - h. Effective date of Small Employer coverage;
 - i. Effective date of reinsurance;
 - j. Date of applicable employee's employment;
 - k. Status code as required by the Board; and
 - l. Other information required by the Board.
2. For Individual Reinsuring Carriers, unless otherwise specified by the Board, the following information shall be submitted to an Administering Carrier or to the Program along with notification of Reinsurance (Article X-B):
- a. Identification of the Reinsuring Carrier;
 - b. Name, date of birth, sex, and the Carrier identification (certificate) number of the person being reinsured;
 - c. Identification of the reinsured as an Eligible Individual or Eligible Dependent;
 - d. Eligible Individual name (if different) and social security number;
 - e. Plan anniversary date;
 - f. Indicator of whether Reinsurance is based upon HMO, High or Low Benefits;
 - g. Effective date of coverage;
 - h. Effective date of reinsurance;
 - i. Status code as required by the Board; and
 - j. Other information required by the Board.
3. When a change in reinsurance coverage occurs, the Reinsuring Carrier shall notify an Administering Carrier or the Program within 60 days of the change, by including:
- a. The reinsured's name and identification number
 - b. For Small Employer groups, the employee's name (if different) and social security number
 - c. Effective date of status change

- d. Status code for change as required by the Board
- e. Other information required by the Board

Article XVI - Financial Administration

A. Books and Records

The Program shall maintain books and records so that financial statements can be prepared to satisfy Section (11) of the Small Employer Act and Section (7) of the Individual Act. Further, these books and records shall satisfy any additional requirements as may be deemed necessary to meet the needs of the Board and the outside auditors.

1. The receipt and disbursement of cash by the Program shall be recorded as it occurs.
2. Non-cash transactions shall be recorded when the asset is acquired or the liability is incurred and should be realized by the Program in accordance with generally accepted accounting principles.
3. Assets and liabilities of the Program, other than cash, shall be accounted for and described in itemized records.
4. The net balance due to or from the Program shall be calculated for each Reinsuring Carrier and confirmed as deemed appropriate by the Board or when requested by the respective Carrier. These balances should be supported by a record of each individual Reinsuring Carrier's financial transactions with the Program. These records include:
 - a. Net earnings/losses of for both the Individual and the Small Employer program of the Program based upon the assessments calculated in accordance with this Plan.
 - b. Any adjustments to assessments as explained in this Plan.
 - c. The amount of reinsurance premium due to the Program for individuals whose coverage is ceded.
 - d. The amount of reimbursement due from the Program for reinsured claims paid by the Reinsuring Carrier.
 - e. Adjustment to the amount due to/from the Program based upon corrections to the Reinsuring Carrier submissions.
 - f. Interest charges due from the Reinsuring Carrier for late payment of amounts due to the Program.
 - g. Other records required by the Board.

B. Handling and Accounting of Assets and Money

The accounts established by the Board for Eligible Individuals reinsured pursuant to the Individual Act and for Small Employers reinsured pursuant to the Small Employer Act shall be separate and segregated, and the accounts may not be comingled. However, with Board approval, funds in one pool account temporarily may be loaned to the other pool account on fair market value terms.

All bank accounts/checking accounts shall be established separately in the name of the Florida Small Employer Health Reinsurance Program and the Florida Individual Reinsurance Program, and shall be approved by the Board of Directors. Authorized check signers shall be approved by the Board.

Money and marketable securities shall be kept in bank accounts and investment accounts as approved by the Board.

C. Lines of Credit

All lines of credit shall be established in the name of the Florida Health Reinsurance Program, and shall be approved by the Board of Directors. Lines of credit shall be used to meet cash shortfalls.

D. Investment Policy

All cash and other assets shall be invested pursuant to the Investment Policy developed and approved by the Board. All investment income earned shall be credited to the Program.

Article XVII - Audit Functions

A. Audits of Reinsuring Carriers and Reinsurance Claims

1. Audits prescribed by the Board shall be conducted in accordance with a uniform audit program (“Standard”) for Reinsuring Carriers, as developed by the Board. This Standard shall clearly specify all items to be audited, along with the notification required. The auditor shall be required to submit a report indicating the results of the testing of each item tested. A copy of the report shall be submitted to the Board and to the Reinsuring Carrier by the auditor.

2. The Standard may include testing of representative samples of the following:

a. Reinsurance claims submitted to the Program, in particular:

- (1) For Small Employer Reinsuring Carriers, eligibility of claimants and their Small Employers for reinsurance by the Program,
- (2) For Individual Reinsuring Carriers, evidence that reinsured individuals are Eligible Individuals,
- (3) Proper determination of reinsurance claim amounts by Reinsuring Carriers, and

- (4) Normal administration of managed care and claims adjudication procedures.
 - b. Reinsurance premiums submitted to the Program, including:
 - (1) Eligibility of those for whom reinsurance premium is paid, and
 - (2) Proper determination of reinsurance premiums paid.
 - c. Data submitted to the Program for use in the calculation of assessments for net losses.
3. Random audits of provider bills or other records may be conducted as deemed necessary by the Audit Committee, to verify the accuracy and appropriateness of reinsurance claim submissions.
4. The frequency of audits shall be determined by the Audit Committee. The cost of the audit of a Reinsuring Carrier shall be borne by that Carrier. The Board shall have the right to conduct appropriate additional audits of Reinsuring Carriers.
5. All information disclosed in the course of the audit of a Reinsuring Carrier shall be kept privileged and protected by the Carrier, the auditing firm, and the Program, to the extent permitted by law.

B. Audits of the Program

The Program shall have an annual audit of its operations conducted by an independent Certified Public Accountant approved by the Board. The Board shall file this annual audit with the Commissioner for his review.

This audit shall encompass at least the following items:

1. The handling and accounting of assets and money for the Program.
2. The annual fiscal report of the Program.
3. The calculation of the premium rates charged for reinsurance by the Program.
4. The calculation and collection by the Program of any First Tier assessments of Reinsuring Carriers for net losses.
5. The calculation and collection by the Program of any Second Tier assessments.
6. The reinsurance premiums due to the Program and the claim reimbursements made to Reinsuring Carriers, if applicable.

Article XVIII - Penalties/Adjustments and Dispute Resolution

A. Penalties/Adjustments

1. Numerous factual determinations and tasks must be performed by Reinsuring Carriers relative to their participation in the Program. It is expected that all Reinsuring Carriers will exercise good faith and due diligence in all aspects of their relationship with the Program. Errors will occur, however, and it is appropriate that the sanctions applicable to such errors be detailed.

2. Errors related to reinsurance:

a. A Reinsuring Carrier reinsures an ineligible Small Employer/Employee/Dependent or Individual (initial placement of an ineligible person or failure to remove a person who becomes ineligible).

Reinsurance coverage for the individuals involved shall be terminated within 30 days after discovery of the error and notification to the Administering Carrier.

b. A Reinsuring Carrier reinsures an Employee/Dependent/Eligible Individual at the incorrect premium rate (failure to use correct Program rates, to make a proper Benefit Plan adjustment, and/or to apply correct rates to persons reinsured).

Reinsurance premiums for the individuals involved should be recalculated and immediate payment of additional premiums, interest, and an administrative charge established by the board must be made. Excess payments will be refunded without interest.

c. Reinsuring Carrier reinsures incorrect claim payments.

The claim will be recalculated and any amount due to the Program will be repaid immediately, with interest and an administrative charge established by the board. Adjustments of claim payments for amounts recovered by the Reinsuring Carrier under coordination of benefit, subrogation or similar provisions shall not be considered errors for which any interest or administrative charge would be due.

3. Errors related to assessments:

Carrier errors related to assessments shall require the immediate payment of additional amounts due plus interest, calculated from the date such sum should have been paid, plus any administrative charge established by the board.

4. Errors not listed:

All additional sums due to the Program as a result of errors made by Carriers shall be paid immediately, with interest and any applicable administrative charge established by the board.

5. Gross negligence and intentional misconduct:

If the Board determines that the nature or extent of the errors related to the use of the reinsurance mechanism or otherwise by a particular Reinsuring Carrier evidences gross negligence or intentional misconduct, the Board may, after notice, terminate some or all current reinsurance for the Carrier, and/or suspend the right of the Carrier to use the reinsurance mechanism for an appropriate period of time. Within 30 days of notice of termination, the Reinsuring Carrier may request a hearing with the Board.

B. Interest and Administrative Charges

All interest payments required under this Article shall be calculated at 1.5% per month, from the date the incorrect payment occurred or a payment should have been made, through the date the correct payment is made. All or some of the administrative charge and/or interest charge may be waived by the Board. Errors reported by Reinsuring Carriers within 90 days of their occurrence shall not be subject to interest or administrative charge.

C. Limitation on Premium Refund

All premium refunds due under this Article shall be limited to a period of 3 months from the date the error was corrected unless otherwise agreed to by the Board.

D. Appeal of Disputes

An Administrating Carrier, if any, will act on behalf of the Board in the attempt to resolve disputes between a Reinsuring Carrier and the Program; however, Carriers may request permission to appear before the Board at any time in connection with a dispute with the Program.

A dispute between a Carrier and the Program involving the calculation or amount of assessments may be appealed to the Office. The appeal must be received by the Office within 45 days of the billing date and may be made only after the assessment has been paid.

A dispute between a Carrier and the Program, involving termination of reinsurance as described in Section A.5 of this Article, may be appealed to the Office. The appeal must be received by the Office within 30 days of the date the Board notifies the Carrier of its decision after hearing.

Article XIX - Indemnification

- A. Neither participation in the Program, the establishment of rates, forms or procedures, nor any other joint or collective action required by the Acts shall be the basis of any legal action, criminal or civil liability, or penalty against the Program or any of the Reinsuring Carriers.

- B. The Board is not liable for any obligation of the Plan. There is no liability on the part of any member or employee of the Board, or the Office, and no cause of action of any nature may arise against them for any action taken or omission made by them in the performance of their powers and duties under this Act, unless the action or omission constitutes willful or wanton misconduct.
- C. In addition to the provisions in this Article, the Program shall adopt additional procedures for indemnifying the Board members and any officers or employees it deems appropriate including but not limited to the purchase of officers and directors coverage for Board Members and the Executive Director.
- D. The Program shall indemnify each member of the Board, each member of any committee or any subcommittee of the Board, the Executive Director and the estate, executor, administrator, heirs, legatees and devisees of any such person (such persons and entities being herein called “Indemnified Parties”) against judgments, including interest, fines, amounts paid or agreed upon in settlement, reasonable costs and expenses, including attorneys’ fees, and any other liability that may be incurred as a result of any claim, action, suit or proceeding, whether civil, criminal, administrative or otherwise, prosecuted or threatened to be prosecuted (collectively, the “Legal Cost”), for or on account of any act performed or omitted or obligation entered into, if done or omitted in good faith without intent to defraud and within what the Indemnified Party reasonably believed to be the scope of the Indemnified Party’s employment and authority and for a purpose which the Indemnified Party reasonably believed to be in the best interest of and in connection with the administration, management, conduct or affairs of the Program or the Board, and with respect to any criminal actions or proceedings, in addition had no reasonable cause to believe that the Indemnified Party’s conduct was unlawful. Provided, however, that if any such claim, action, suit or proceeding is compromised or settled, it must be done so with the prior and express approval of the Board.
- E. Such indemnification shall not depend upon whether or not the Indemnified Party is a member of the Board, or any committee or subcommittee thereof, at the time such claim, action, suit or proceeding is begun, prosecuted or threatened nor on whether or not the liability to be indemnified was incurred or the act or omission occurred prior to the adoption of this Article XVIII.
- F. The right of indemnification hereunder shall not be exclusive of other rights the Indemnified Party may have as a matter of law or otherwise.
- G. In each instance in which a question of indemnification hereunder arises, including, without limitation, those instances in which the Board, or any members of the Board, or any other Indemnified Party, are seeking indemnification hereunder as a result of the same occurrence, determination in the first instance of the right to indemnification hereunder, and of the time, manner and amount of payment thereof, shall be made by the Board. Nothing in this paragraph is intended to make an adverse determination finally binding upon the Indemnified Party, or to preclude any Indemnified Party to enforce a right of indemnification under this Article.

- H. The indemnification provided for in this Article shall be deemed to be an administrative expense of the Board to which all the carriers shall contribute as described in Article XIII paragraph I. of the Plan.
- I. In addition to, and not in derogation of any rights to indemnification hereunder, the Board shall be fully authorized to advance Legal Costs to every Indemnified Party at such times, in such amounts and in such manner as the Board, in its discretion, shall determine; provided, however, that Legal Costs shall not be advanced if the Board determines that the facts then known to it preclude the Indemnified Party from indemnification under this Article.

Article XX - Amendment, Termination

A. Amendments

Amendments to this Plan may be suggested by any Reinsuring Carrier or member of the board and may be made by majority vote of the Board at any time, subject to the approval of the Commissioner. Amendments submitted to the Commissioner become effective upon written approval of the Office.

B. Termination

The Program shall continue in existence subject to termination in accordance with the requirements of a law or laws of the State of Florida or the United States of America. In case of enactment of a law or laws which, in the determination of the Board and the Commissioner, shall result in the termination of the Program, the Program shall terminate and conclude its affairs. Any funds or assets held by the Program following the payment of all claims and expenses of the Program shall be distributed to the Small Employer Reinsuring Carriers and Individual Reinsuring Carriers at that time in accordance with the then-existing assessment formula.

Attachment K

Proposal # 1: Deductible Health Credit Transfer

Louisa McQueeney – Florida Voices for Health

With the continual rise in annual health insurance deductibles to consumers, having to start a new deductible in the middle of the year creates financial hardship. The deductibles for 2023 could end up being as high as \$9,100 for an individual and \$18,200 for a family. Some policies require the insured to pay the entire deductible before the insurance company pays anything at all.

When consumers change health insurance plans outside of the Open Enrollment period, because of an employer changing plans outside of annual renewal, or a change of employer, or a change in geographic area, or loss of employer coverage and purchase individual coverage, annual deductibles start all over again even if a consumer has met part or all the accumulators out of their own pocket. This is even more egregious when consumers stay with the same carrier with the expectation already incurred accumulators will be recognized, only to find out that they will not.

□ Recommendation: Expand statute 627.666 to include individual on- and off-exchange policy holders a Deductible Health Credit Transfer to a new policy equal to the deductible paid by the policy holder to the prior insurer. The Credit Transfer should be for the entire amount paid by the consumer without limitations such as a period of 90 days preceding the effective date of the succeeding insurer's plan or recognition of the expenses actually incurred under the terms of the succeeding insurer's plan and subject to a similar deductible provision.

Proposal # 2: Provide Health Care Consumers with One Free Copy of their Own Medical Records

Louisa McQueeney – Florida Voices for Health

Patients have a right to their medical records under the Health Insurance Portability and Accountability Act (HIPAA). However, the same law allows providers to charge fees for providing the requested copies. Many requests for records are not honored in a timely fashion if honored at all and some at great expense to the consumer.

Obtaining one's own medical records is especially important when disputes arise with insurance companies, resulting in denial of claims, leaving patients in precarious financial positions. Having a patient see and review their medical records and related provider charges billed to the insurer would also bring down improper billing and potential fraud. This in turn should lead to lower health insurance costs to both plan sponsors and individuals.

Recommendation: Provide consumer with one free copy of their medical record provided to consumer by mail or electronic mail, at the time of payment request for services provided.

Proposal # 3: Protect Consumers from Prescription Drug Formulary Changes During a Policy Year

Louisa McQueeney – Florida Voices for Health

Drug pricing remains at the forefront of consumer complaints when accessing health coverage. Consumers often pick a health insurance plan based on the prescription drugs covered and the cost tiers in which they are classified.

Consumers enter a contract with the health insurance plan for a twelve-month period and pay an agreed upon amount per month for this period based on the contract they were presented. Health insurance plans negotiate drug prices with the pharmaceutical companies on behalf of consumers, without any involvement or say of consumers. Insurance carriers then present health plans including drug formularies and premium rates to the Office of Insurance Regulation for approval. The consumer's input is not part of the process, but the consumer is expected to pick up the extra cost in the end or go without the prescription(s) they contracted for.

In recent years insurance carriers have been making changes to their drug formularies during the policy period. Insurers routinely reclassify drugs to more access restrictive drug tiers, increase the consumer's co-payment, co-insurance, or deductible, and reclassify drugs to higher cost sharing tiers. There are also instances of certain drugs being dropped from coverage altogether. Consumers are then informed by mail that they will be financially responsible for the entire cost drug in the middle of the policy year.

□Recommendation: Prohibit insurance carriers from amending or removing a covered prescription drug during the policy year. This will not preclude the insurance carrier from expanding the formulary and lowering prices throughout the policy year. This would exclude the formulary for Florida Medicaid which is covered under section 409.91195, Florida Statutes

Proposal # 4: Cap the Cost of Insulin at \$35 a Month

Louisa McQueeney – Florida Voices for Health

The Inflation Reduction Act, recently signed into law, will reduce the cost of insulin to no more than \$35 per month for people on Medicare starting 2023. This includes insulin pumps. However, the new law doesn't extend to individual and group health plans. The cost of insulin, which has been around for 100 years, is 10 times higher in the US than any other developed country and creates an enormous financial burden on Floridians who cannot survive without.

We have all heard the heartbreaking stories. While there is no high cost of development to insulin and innovation is limited, there is also no “free” market where market forces would drive down the cost to consumers. This lack of “free” market allows for price increases at will for this lifesaving medicine. Putting a cap on the price of insulin will save money through less hospital admissions for high blood sugar emergencies and less health complications resulting in disability. Putting a cap on the cost of insulin would drive down the cost of healthcare for all Floridians

□Recommendation: Require individual & group health insurance policies to cap insured's monthly cost-sharing obligation for covered prescription insulin drugs at \$35 starting with 2023 plans; require health maintenance contracts to cap subscriber's monthly cost-sharing obligation for covered prescription insulin drugs at \$35 starting with 2023 plans.

Proposal # 5: Prohibit Balance Billing for Ground Emergency Medical Transportation

Louisa McQueeney – Florida Voices for Health

The No Surprises Act of 2019 addressed many balance billing or “surprise” billing issues for consumers. However, it didn’t address the cost of ground emergency medical transportation. Consumers in a life-threatening accident or major medical emergency in need of ground emergency transportation to receive immediate health care attention at a nearby facility, are not able to make an informed decision or negotiate at arms-length about the cost of the transport. Health insurance companies provide coverage for this event, but this coverage gap can leave consumers with surprise high medical bills for the service.

□ *Recommendation: Apply the balance bill rules under HB221, signed into law by Governor Scott, to include ground emergency transportation.*

Proposal # 6: Include Applied Behavioral Analysis as a Covered Benefit in all Insurance Plans

Louisa McQueeney – Florida Voices for Health

As required by federal law Florida's Medicaid program covers medically necessary Applied Behavioral Analysis (ABA) services to correct, or ameliorate a defect, a condition, or a physical or mental illness for eligible recipients under the age of twenty-one.

These services are extremely important for recipients with developmental disabilities. In the health insurance market these services are required under statute section 627.6686, and applicable to a group health insurance policy or group health benefit plan offered by an insurer which includes the state group insurance program provided under s. 110.123. However, these services are not required to be included in any health insurance plan offered in the individual market, any health insurance plan that is individually underwritten, or any health insurance plan provided to a small employer.

Once a recipient loses Medicaid eligibility, they lose coverage for these important services. Neither KidCare program policies or exchange and off exchange policies cover ABA services, placing an undue financial burden on families already dealing with very difficult circumstances. Expanding some plans off and on exchange to include coverage for ABA services could provide relief for this population.

□ *Recommendation: Require each carrier authorized to sell health insurance in Florida to include at minimum one plan in each service area to cover Applied Analysis Services as covered by Medicaid.*

Proposal # 7: Add Fetal Alcohol Spectrum Disorder (FASD) to Include to the Definition of the Term Developmental Disabilities

Louisa McQueeney – Florida Voices for Health

Harm to Florida’s children from prenatal alcohol exposure (PAE) is a significant public health problem and the leading known cause of preventable developmental disabilities in the United States. Given that nearly half of pregnancies are unintended and women often don’t realize they are pregnant until they are 6 weeks along or more, makes it easy to understand that women could drink alcohol while not knowing they are expecting. Many myths and misconceptions about the risk of alcohol use during pregnancy remain despite nearly 50 years of research.

Recent studies show an alarming prevalence of up to 1 in 20 first graders in the United States meeting criteria for Fetal Alcohol Spectrum Disorders (FASD) classification. PAE is especially harmful to the developing brain and could impact all facets of a child’s life. Research also shows alcohol causes far greater harm to the brain than other drugs, yet recognition of the disability -- with appropriate FASD-informed supports and services -- can prevent secondary disabilities. Without these supports and services, many young adults with FASD may end up incarcerated, homeless, vulnerable to substance abuse, unemployed, and reduced access to health care.

Among medical and behavioral health professionals, inconsistent use or limited knowledge of diagnostic criteria and clinical guidelines result in many (if not most) children and adults living with FASD going undiagnosed or misdiagnosed. Families struggling with children with FASD, many of them adopted or fostered, cannot find systems of care that are familiar with or equipped to diagnose and address FASD-related disabilities. Although there is no cure for individuals impacted by FASD, research shows intervention services and supports, including social, environmental, and educational strategies can prevent subsequent trauma to the individual, their caregivers, and society.

□ *Recommendation: Include Fetal Alcohol Spectrum Disorder to the list of definitions of the term developmental disabilities in statute 627.6686.*

Proposal # 8: Apply Payments by, or on Behalf of, a Beneficiary to Count Toward the Out-of-Pocket Cost Sharing Calculations

Louisa McQueeney – Florida Voices for Health

Patients, even those with health insurance, are having difficulty affording their medications as a result of steadily rising out-of-pocket costs. To help cover the patients' copays, some drug manufacturers, charitable assistance foundations, and other third parties offer copay assistance programs to help patients afford their specialty drugs. These programs are intended to provide relief to policyholders who have trouble paying for their prescription drug copays. Most patients, who use copay assistance require highly specialized life-saving medications to treat hemophilia, MS, HIV, cancer, and other rare and chronic diseases for which, in many cases, no generics or lower-cost drugs are available.

In recent years, insurance companies and pharmacy benefit manager (PBMs) have implemented so-called "copay accumulator adjustment programs" where none of these payments made on behalf of the patient would count towards their deductible and annual maximum out of pocket costs. In addition, most insurance plans make it very difficult for a patient to find out if they have an accumulator program, using very vague language, if any at all in plan policy documents.

The financial assistance that patients receive is a specified amount per year based on the cost of the prescription. Patients often discover mid plan year that the copay assistance limit has been reached and they have to pay the entire cost of the prescription drug because none of the third-party payments were counted towards their out-of-pocket costs – defeating the purpose of the copay assistance. Research has shown that many patients will abandon their medication at the pharmacy or ration doses when they have to pay more than \$75 to \$225 out of pocket, foregoing life-saving medication.

With copay accumulator programs, insurers and PBMs are collecting the financial assistance intended for the patient, and then requiring the patient to

pay the deductible again, making it harder for consumers get their medications and other health care.

Fourteen (14) states have passed legislation prohibiting copay accumulator policies: Arkansas, Arizona, Connecticut, Georgia, Illinois, Kentucky, Louisiana, Maine, North Carolina, Oklahoma, Tennessee, Virginia, Washington, and West Virginia.

Earlier this summer, Governor DeSantis issued an executive order (number 22-164) directing the state to implement healthcare reforms that reduce costs to consumers, promote transparency, and hold PBMs accountable. Adopting copay accumulator legislation that prohibits the harmful and deceitful practices of insurers and PBMs aligns with the Governor's commitment to protect advancing Floridians health.

□ *Recommendation: Require each health insurer, issuing, delivering, or renewing a policy in Florida, which provides prescription drug coverage, administered by the insurer or pharmacy benefit manager, to count any amount paid by the insured or paid on his or her behalf through a third party (including but not limited to manufacturer or provider cost share assistance payments such as manufacturer cost share assistance) toward the policyholder's total contribution to any deductible or out-of-pocket requirement. Insurers must include in policy documents, such as the summary of benefits, and on websites that these payments will be applied to the policyholder's out-of-pocket maximum, deductible, or copayment responsibility.*

In the absence of legislation prohibiting copay accumulator policies, each health insurer, issuing, delivering, or renewing a policy in Florida, which provides prescription drug coverage, administered by the insurer or PBM must clearly disclose the copay accumulator in the summary of benefits, in policy documents and on websites, made available to consumers prior to enrollment in a policy and that payments paid on his or her behalf will not count towards the policyholder's out-of-pocket costs maximum, deductible, or copayment responsibility. In addition, payments made on behalf of the policy holder must appear on the explanation of benefits (EOB) as a payment the insurer will not apply towards the policyholder's out-of-pocket maximum, deductible or copayment responsibility.